

# Cayuse SP – UC Davis

## Handbook for Approvers

### Contents

Accessing Cayuse SP.....	2
Approving Proposals in Your Unit .....	2
Endorsing Pre-Award Spending (Advance Accounts) .....	7
Resources .....	10

## Accessing Cayuse SP

- Use Mozilla Firefox for best results
- Login to: <https://ucdavis.cayuse424.com> with your Kerberos ID and Password
  - Select Cayuse SP



**Cayuse Research Suite**  
3.9.1

**Research Administration Modules**

- **Cayuse SP (Sponsored Projects)**
- Cayuse 424

**System Administration Applications**

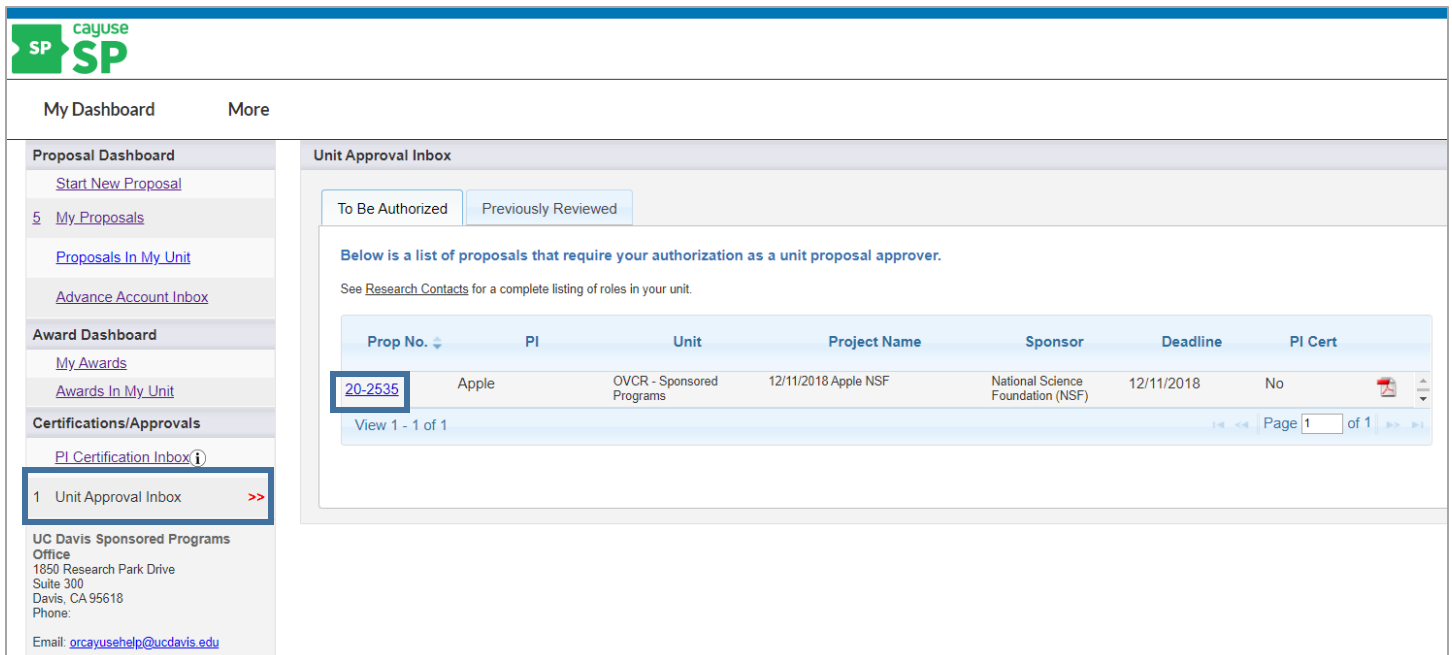
- Backbone
- Research Contacts
- Events

**Application Help**

- Research Suite Support Center

## Approving Proposals in Your Unit

1. Find and open the Proposal from the Unit Approval Inbox.




The screenshot shows the Cayuse SP interface. On the left is a navigation menu with sections: Proposal Dashboard (Start New Proposal, My Proposals, Proposals In My Unit, Advance Account Inbox), Award Dashboard (My Awards, Awards In My Unit), and Certifications/Approvals (PI Certification Inbox, Unit Approval Inbox). The Unit Approval Inbox is selected and highlighted. The main content area shows a table of proposals requiring authorization. The table has columns: Prop No., PI, Unit, Project Name, Sponsor, Deadline, and PI Cert. One proposal is listed with Prop No. 20-2535, PI Apple, Unit OVCR - Sponsored Programs, Project Name 12/11/2018 Apple NSF, Sponsor National Science Foundation (NSF), Deadline 12/11/2018, and PI Cert No. Below the table is a pagination control showing 'View 1 - 1 of 1' and 'Page 1 of 1'.



Prop No.	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
20-2535	Apple	OVCR - Sponsored Programs	12/11/2018 Apple NSF	National Science Foundation (NSF)	12/11/2018	No

2. Determine if the Lead Principal Investigator and co-Principal Investigators certified the Proposal.  
*SPO will not assign the Proposal for review until the Lead Principal Investigator and co-Principal Investigators, if applicable, certify the Proposal.*

**Proposal Routing Status**

Proposal: [20-2535](#)  Sponsor: National Science Foundation (NSF) Submission Deadline: 12/11/2018  
 Project: Prime Sponsor: Proposed Begin-End Dates: 7/01/2019 - 6/30/2024  
 Lead PI: [Charlie Apple](#) Instrument Type: Grant Proposed Total Amount: \$3,910,750.00  
 Admin Unit: OVCR - Sponsored Programs Specialists:  
 Project Title: Socio-ecological factors in Malaria transmission

[View IPF](#) [Authorize Proposal](#) [Reject Proposal](#)

Approvals [Compliance](#) [Status History](#) [Advance Account](#) [Awards](#)  

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the UC Davis Sponsored Programs Office.

**Investigator(s) who must certify this Proposal**

Investigator	Role	Decision
<a href="#">Charlie Apple</a>	Lead Principal Investigator	Certified on 02/14/2020 12:32 PM PST
<a href="#">Kassie Obelleiro</a>	Principal Investigator	Certified on 02/25/2020 03:34 PM PST

**Unit(s) that must authorize this proposal**


Order	Unit	Authorizing Person(s)	Authorizing Decision
1	OVCR - Sponsored Programs	<a href="#">Terrence Duperron</a> , <a href="#">OR Help</a> , <a href="#">Charlie Apple</a> , <a href="#">Amie Admin</a>	Not Yet Reviewed
2	UC Davis Sponsored Programs Office	Admin Office	

**Status History**



Status	Person	Date
Changed to: Submitted for Routing	Changed by <a href="#">Amie Admin</a>	1/22/2020, 10:13 AM PST
Changed to: Unsubmitted	Changed by <a href="#">Amie Admin</a>	1/22/2020, 9:41 AM PST

3. Select "View IPF" to review the proposal.

**Proposal Routing Status**

Proposal: [20-2535](#)  Sponsor: National Science Foundation (NSF) Submission Deadline: 12/11/2018  
 Project: Prime Sponsor: Proposed Begin-End Dates: 7/01/2019 - 6/30/2024  
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[View IPF](#) [Authorize Proposal](#) [Reject Proposal](#)

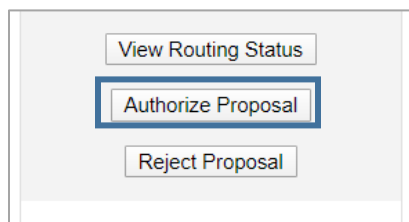
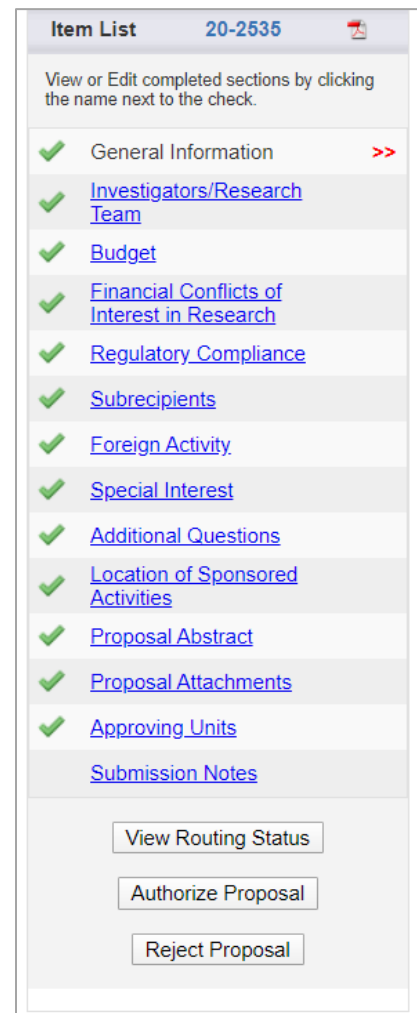
Approvals [Compliance](#) [Status History](#) [Advance Account](#) [Awards](#)  

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4. Navigate to each section/tab by selecting the links under the Item List.
5. Review the IPF as appropriate. At a **minimum** review the following:
  - a. General Information
    - i. Appropriateness of the sponsor
    - ii. Accuracy of the administrative unit (related to indirect cost return)
  - b. Investigators/Research Team
    - i. Home unit (related to effort)
    - ii. PI eligibility
    - iii. Reasonableness of effort commitment
    - iv. Approval of cost-shared effort
    - v. Availability of key personnel to conduct the project
    - vi. Sufficient funding for staff listed
  - c. Budget
    - i. Appropriateness of budget, including cost sharing
  - d. Regulatory Compliance
    - i. Human subjects, vertebrate animals and/or hazardous research materials
  - e. Subrecipients
    - i. Appropriateness of Subrecipients
  - f. Foreign Activity
    - i. Proprietary research, foreign activities, military implications or export control
  - g. Special Interest
    - i. Stem cells, boats, diving, HPCs or small business involvement
  - h. Additional Questions
    - i. Leasing new space, benefits to proposal from UC Davis funding sources and health relatedness
  - i. Location of Sponsored Activities
    - i. Is the space for the project adequate and available for the full project period?
    - ii. If additional space is needed, are the appropriate commitments in place?
  - j. Proposal Abstract
    - i. Review attachments for financial resources, space, faculty/staff time and appropriateness.
  - k. Submission Notes
    - i. View for any important notes.
6. Once you have reviewed the Proposal:
  - a. If you approve the Proposal for submission to SPO:
    - i. Select "Authorize Proposal".



- ii. Select "Submit Authorization" if you "understand and assume the following responsibilities with respect to this proposal".
  - 1. It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
  - 2. That the Department/Center/Institute has agreed to provide the resources identified in this proposal.
  - 3. That all investigators on this proposal either have "Regular Eligibility" to be an investigator in accordance with PPM 230-02, or if they do not have "Regular Eligibility", I support their application to be a PI by Exception by my approval of this proposal and the completed PI Exception form(s) which are attached to this proposal.
  - 4. That in the event that the Principal Investigator does not complete any report or other obligation required as a result of an award based on this proposal, that my department will assume responsibility for completion of that obligation(s).
  - 5. When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.
  - 6. When applicable, since the University policy mandates only full-time, permanent EPA employees may serve as principal investigator (PI); with respect to this application, I approve that this individual is eligible to serve in the role of PI despite his/her part-time employment status.

Please enter any comments or additional information you might have regarding this proposal.

- b. If you do not approve this proposal for submission to SPO or if corrections are needed before submission to SPO:
  - i. Select "Reject Proposal".

c. Enter the reason for rejecting the proposal and select "Submit Rejection".

**>> Proposal Rejection**

By rejecting this proposal, the proposal will be reopened to the PI and those who have access to it.  
Once the proposal is edited in SP, approval routing will have to start again.  
If you have any questions, please contact the Sponsored Projects Office.

Please enter any comments or additional information you might have regarding this proposal.

Lead PI's home unit is incorrect. Please change and resubmit for routing.

**Submit Rejection** Cancel

## Endorsing Pre-Award Spending (Advance Accounts)

*Note: Pre-Award Spending Approvers must also have Proposal Data Access to view the relevant Proposal attachments.*

1. Find the Advance Account Request to review from the Advance Account Inbox and select the Project Title to download and view a PDF of the Internal Processing Form (IPF).

My Dashboard    More

Proposal Dashboard  
[Start New Proposal](#)  
 5 [My Proposals](#)  
[Proposals In My Unit](#)  
 1 **Advance Account Inbox** >>  
 Award Dashboard  
[My Awards](#)  
[Awards In My Unit](#)

Pre-Award Spending Approver Inbox

To Be Authorized    Previously Reviewed

Date Submitted	Project Title	Account	Unit Authorized	Dean/Chancellor Auth
02/11/2020	<b>12/11/2018 Apple NSF</b>	---	---	<a href="#">Manage</a>

2. To view the relevant Proposal attachments, note the Proposal Number from the downloaded IPF and find the Proposal from the Proposals in My Unit box.

Proposal Dashboard  
[Start New Proposal](#)  
[My Proposals](#)  
**Proposals In My Unit** >>  
 3 [Advance Account Inbox](#)  
 Award Dashboard  
[My Awards](#)  
[Awards In My Unit](#)

>> Proposals In My Unit

Below is a list of proposals for units where you have been assigned Proposal Data Access.  
 See [Research Contacts](#) for a complete listing of roles in your unit.

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Unit	Status
10/27/2017	<b>18-1117</b>	Kassie Obelleiro	11/10/17 Obelleiro NSF	National Science Foundation (NSF)	Betty I Moore Nursing School	Dept Approval In Process <a href="#">Copy</a>

3. Go to the Attachments tab to review the documents related to the Advance Account Request. *Note: This is where evidence of firm commitment from the sponsor should be saved.*

View IPF

Approvals    Compliance    Status History    Advance Account    Awards    **Attachments**

**Add Attachment**



Click Browse to select a file:  No file selected.

Document Type:

Attachment	File Type	Upload Type	Attachment Type	Access
<a href="#">TEST.docx</a> Uploaded by:Amie Admin On:10/06/2017 At:11:00 AM	Other	Post Approval	Proposal	All Parties
<b><a href="#">Advance Account Firm commitment.pdf</a></b> Uploaded by:Amie Admin On:09/29/2017 At:2:17 PM	Other	Post Approval	Proposal	All Parties

4. **For SVM only; all others proceed to next step:** If you are a Pre-Award Spending Approver for a unit within the School of Veterinary Medicine (SVM) but not for the SVM Dean’s Office, enter a Note that “Advance Account Request is endorsed by the unit”. The Pre-Award Spending Approver for the SVM Dean’s Office is responsible for the remaining steps.

View IPF

Approvals | Compliance | Status History | Advance Account | Awards |  

Advance Account Request endorsed by department.

Add Note

5. To endorse or reject the request, find the request from the Advance Account Request Inbox and select “Manage”.

My Dashboard | More


Proposal Dashboard  
[Start New Proposal](#)  
 5 [My Proposals](#)  
[Proposals In My Unit](#)  
 1 [Advance Account Inbox](#) >>  
 Award Dashboard  
[My Awards](#)  
[Awards In My Unit](#)

Pre-Award Spending Approver Inbox

To Be Authorized | Previously Reviewed

Date Submitted	Project Title	Account	Unit Authorized	Dean/Chancellor Auth	
02/11/2020	<a href="#">12/11/2018 Apple NSF</a>		---	---	<a href="#">Manage</a>

6. Select “View/Print Advance Account Request” to review the Description of Assurances of Funding in the PDF to ensure necessary information were provided.

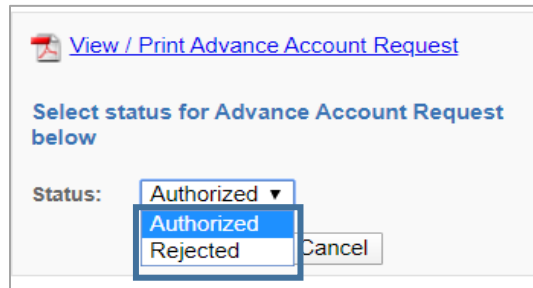
 [View / Print Advance Account Request](#)

Select status for Advance Account Request below

Status:  ▼



7. Select "Authorized" if the Advance Account Request is endorsed for SPO Review or "Rejected" if the request is not endorsed for SPO review. **Endorsing the Advance Account Request confirms the administering unit will fund any costs incurred associated with this request in the event the funding from the sponsor is not received.**



The screenshot shows a web interface for managing an Advance Account Request. At the top, there is a link labeled "View / Print Advance Account Request" with a small icon to its left. Below this, the text "Select status for Advance Account Request below" is displayed. Underneath, the label "Status:" is followed by a dropdown menu. The dropdown menu is currently open, showing two options: "Authorized" (which is highlighted in blue) and "Rejected". To the right of the dropdown menu is a "Cancel" button.

## Resources

1. UC Davis Cayuse SP Training Materials and User Guides: <http://spark.ucdavis.edu/training>
2. SPO BAASICS Training Sessions: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>
3. UC Davis Cayuse SP FAQs: <http://spark.ucdavis.edu/spark-faq/#csp>
4. UC Davis Cayuse Help Desk: [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu)
5. UC Davis Cayuse Listserv: [https://lists.ucdavis.edu/sympa/subscribe/spark\\_info](https://lists.ucdavis.edu/sympa/subscribe/spark_info)