

# Cayuse SP and 424 – UC Davis

## Handbook for Submitting a Proposal as a Subawardee Institution

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## Overview

Incoming subawards are those in which UC Davis is the subawardee institution. When a subaward is issued to UC Davis, it is identified as an award by the Sponsored Programs office and in Cayuse SP. The Sponsored Programs office treats these as regular proposals and awards. The instructions for submitting a proposal as a subawardee institution are very similar to those for submitting a proposal as the prime applicant.

## Glossary of Terms

- **Prime Applicant:** The institution submitting the proposal to the funding sponsor and that will receive the award if funded.
- **Sponsor:** The sponsor to which UC Davis is applying.
- **Prime Sponsor:** The funding sponsor to which the prime applicant is applying, such as the National Institutes of Health.

## Required Elements

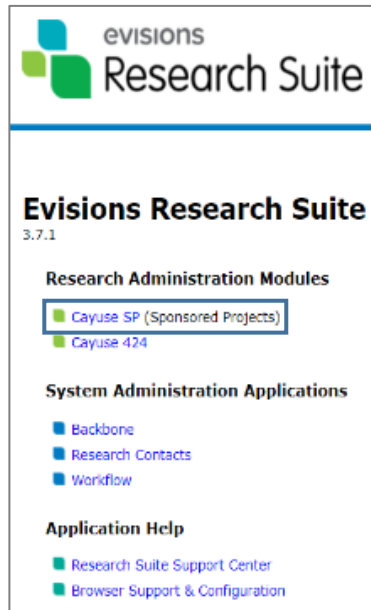
The same elements are required when UC Davis is the subawardee institution as when UC Davis is the prime applicant. These include, at a minimum:

1. Sponsor and/or program guidelines, either by providing the link or attaching to the Internal Processing Form in Cayuse SP.
2. Prime applicant guidelines by uploading as a Proposal Attachment in Cayuse SP.
3. Scope of Work by uploading as a Proposal Attachment in Cayuse SP.
4. Budget by uploading as a Proposal Attachment in Cayuse SP or entry in Cayuse 424, if applicable.
5. Budget Justification by uploading as a Proposal Attachment in Cayuse SP or entry in Cayuse 424, if applicable.

## Instructions

### Step 1. Complete the Cayuse SP Proposal

- a. Login to <https://ucdavis.cayuse424.com> with your Kerberos.
- b. Select Cayuse SP.



- c. Complete the Cayuse SP Proposal/Internal Processing Form as usual, paying attention to the notes below for each of the Proposal tabs (*Note: Instructions are available in the [Cayuse SP Handbook for PIs, Department C&G Staff and Approvers.](#)*)
- d. General tab:
  - i. Sponsor: Prime Applicant (see [Glossary of Terms](#))
  - ii. Prime Sponsor: Funding sponsor to which the Prime Applicant is applying (see [Glossary of Terms](#))
  - iii. Short Project Name: [Date due to Prime Applicant] [PI] [Prime Applicant/Sponsor]
  - iv. Submission Deadline: Date due to the Prime Applicant

e. Proposal Attachments: [Upload the required elements.](#)

i. Select Browse

>> Proposal Attachments

When applicable, please attach the following documents:

- Proposal Announcement Guidelines (RFP, RFA, etc.)
- Budget (in Excel)
- Form 800
- Subcontractor documentation (letter of commitment, budget, budget justification, scope of work)
- Representations & Certifications

For industry-sponsored clinical trials, please attach the following documents:

- Sponsor Protocol
- Final Sponsor Budget
- Final Internal Budget

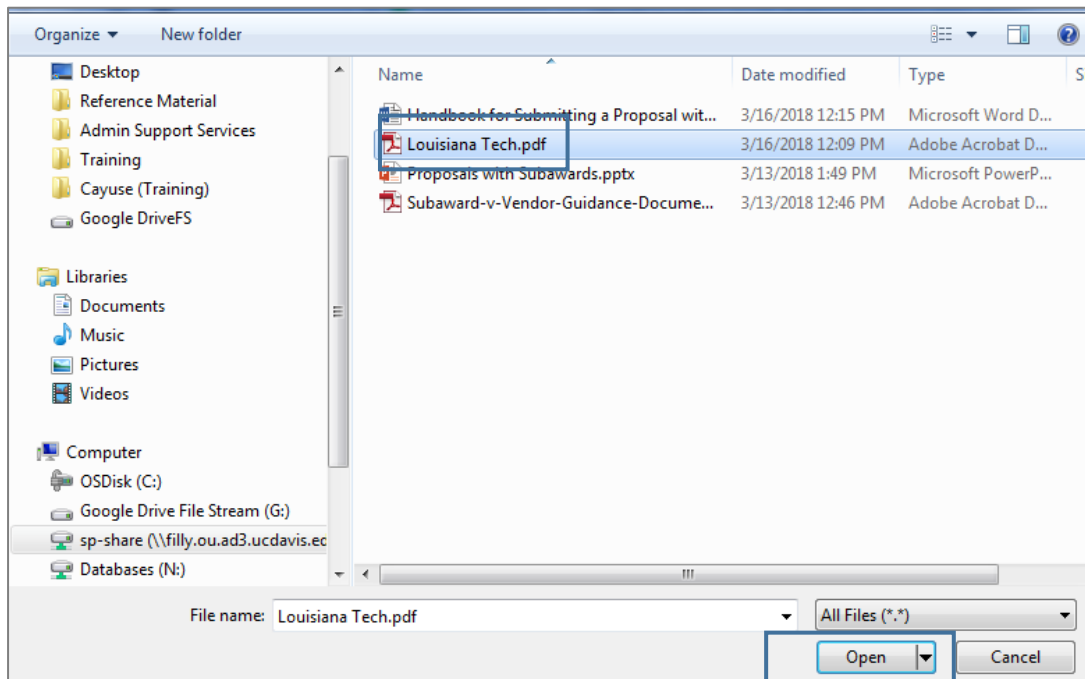
**Add Attachment**

Click Browse to select a file:  No file selected.

Document Type:

No attachments have been added.

ii. Locate the file on your computer, select the file name and select Open.



iii. Select the Document Type, and then select Add.

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**Add Attachment**

Click Browse to select a file:

Document Type:

No attachments have been added.

iv. Repeat steps e.i.-iii. for each requirement element.

**Step 2.** Cayuse 424 Proposal, if the *Prime Applicant is using Cayuse 424.*

- a. Login to <https://ucdavis.cayuse424.com> with your Kerberos.
- b. Select Cayuse 424.



- c. Go the Proposals tab.
- d. Select Create Proposal.
- e. Select Research Subaward Proposal.
- f. Complete pop-up
  - i. Institution: The Regents of University of California (Davis)
  - ii. Select correct Validation type based on the prime sponsor (i.e., organization providing the funding to the prime applicant, such as NIH).
- g. Complete Cayuse 424 application as usual.
  - i. The biosketch is uploaded into Cayuse 424. However, all attachments (documents) required by the sponsor/prime applicant are submitted separately to the prime applicant. The prime applicant will upload into their application.
- h. When complete and approved by SPO, export file.
- i. Send exported file to prime applicant.

## Resources

- SPO – Proposals: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-proposal/>
- UC Davis Cayuse Landing Page: <http://spark.ucdavis.edu/cayuse/>
- Help Guides and Videos: <http://spark.ucdavis.edu/training/>
- Cayuse Listserv: [https://lists.ucdavis.edu/sympa/subscribe/spark\\_info](https://lists.ucdavis.edu/sympa/subscribe/spark_info)
- Cayuse Help Desk: [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu)
- Cayuse Training Sessions: <http://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>