# Cayuse 424

Presented by the UC Davis Sponsored Programs Office

## Learning Objectives

By the end of this training, you will hopefully...

- 1. Know the general proposal submission process
  - For some, this will be a refresher
- 2. Know how to prepare and submit a proposal in Cayuse 424
- 3. Know how to create and update a Professional Profile (in Cayuse 424)

Helpful resource: <u>SPO Key Terms</u> (abbreviations and definitions)

Use CTRL + Click on row below to jump to that section

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Thank you!	
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#### **Proposal Submission Process**

## **PROPOSALS ARE A TWO-STAGE PROCESS**

1. Cayuse SP: Route Internal Processing Form (IPF) for required internal (UCD) approvals

**2. Cayuse 424** or other eRA system: Submit proposal to sponsor

#### 1<sup>ST</sup> STAGE:

#### All outgoing proposals must first be routed in Cayuse SP. Exceptions:

- Pre-proposals that do not require a budget, institutional signature or adherence to terms and conditions at the proposal stage
- Applications to internal programs (Academic Senate, Campus Research Initiatives, Limited Submissions)

#### PI (w/ dept assist) prepares and routes IPF with required attachments

- Pls and Co-Pls certify proposal
- Dept Head (Chair or Director) authorizes it
  - o Dean's Office too in Schools of Medicine and Veterinary Medicine
- **Sponsored Programs Office (SPO) performs institutional review** for regulatory compliance and adherence to UC policy

# 1. Cayuse SP: Route Internal Processing Form (IPF) for required internal (UCD) approvals

**2. Cayuse 424** or other eRA system: Submit proposal to sponsor

#### 2<sup>ND</sup> STAGE:

The sponsor's Funding Opportunity Announcement will indicate what eRA submission system(s) may be used.

- Read the guidelines carefully and thoroughly
  - Follow links in document to agency-specific guidelines to ensure you are compliant with all requirements
- Some sponsors require submission by email or mail

PI (w/ dept assist) prepares proposal for submission to sponsor

- SPO reviews for campus & sponsor compliance
- In most cases, SPO submits proposal to sponsor

~10-14 workdays before deadline		5-7 workdays before deadline		2-3 workdays before deadline	1-2 workdays before deadline
Pl's team <b>prepares</b> & routes IPF (+ attachments)* in Cayuse SP	Pl's team copies proposal into Cayuse 424 or other submission	Approved IPF arrives in SPO. Proposal is provided to SPO	SPO Initial Review Assigned analyst reviews proposal	PI/Dept incorporates SPO feedback	Final proposal submitted to sponsor
-	<b>system</b> . If other, provide SPO access	via <b>Cayuse 424</b> or access in other system	in both Cayuse SP and submission system	PI/Dept finalizes proposal package **	SPO submits most electronic proposals

\* Minimum attachments: **Scope of work, budget**, and **budget justification**. Other attachments may also be required.

- The scope of work can be a draft with the final version provided later.
- The Pl's team may work on other documents for submission, such as the project narrative or biosketches, until closer to the deadline.

Cayuse 424

- If a sponsor's guidelines allow submission through either Grants.gov or system-to-system (S2S), you must use Cayuse 424.
  - Cayuse 424 is linked system-to-system to Grants.gov, the submission system for <u>most</u> Federal agencies.
- Excluded from Cayuse 424:
  - NSF uses <u>Research.gov</u>
  - NASA uses <u>NSPIRES</u>
- Using Cayuse 424 speeds the review process.
  - It allows your assigned SPO analyst to access your proposal without you having to manually provide access in Grants.gov.
  - Professional and institutional profile information can auto-populate.
  - Allows multiple users to view the proposal simultaneously (while one person at a time edits).
  - $\circ$   $\,$  Can copy proposals for resubmission, reducing data entry.
  - $\circ$  424 stores documents relevant to the proposal, facilitating file search and communication.
  - 424 automatically integrates subaward budgets and personnel information with a prime proposal.

Proposals (S2S)

\*\* This is when PI and their team should provide

final attachments.

Cayuse 424 is in the process of being rebranded as Cayuse Proposals (S2S)





Professional Profiles contain **salary**, **appointment**, and **unit affiliation** for everyone in the Cayuse Research Suite.

• These details import into both Cayuse SP IPFs and Cayuse 424 proposals.

Professional Profiles will be covered in more detail later in this training.





Information entered into a Cayuse SP IPF doesn't automatically populate in a Cayuse 424 proposal.

While Cayuse SP appears to have an option to pair the two systems, this feature creates technical issues downstream. **Do not pair proposals.** 





Instead, you will need to duplicate into 424 the content you put into SP.

# **Cayuse 424 Proposals**

#### Cayuse 424 Front Page

	Perry King 🗸												
	Opportunities		Proposals	Routing	People	Institutions	Reports	More			+	Create Proposal	🖺 Import
Proposals List													
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25 V H 4 Page 1 of 1 V H O 😨										2 of 2 items			
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- 1. **Opportunities:** Find a sponsor's funding opportunity to begin your application
- 2. + Create Proposal: Click here to prepare a proposal in which UC Davis is a subrecipient and the other institution uses Cayuse.
- 3. Proposals: Find a proposal you or a PI have already created
- 4. Select the Proposal name to edit
  - a. Select R to view as read-only. This will allow others to edit the proposal while you review it.
  - b. Select the **green papers** to **copy** the proposal or to **transform** it to a different funding opportunity.
  - c. Select the red X to delete the proposal
- 5. People: Allows you to manage Professional Profiles

#### **Opportunities Tab**

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PAR-20-314		Assay Validation of High		*	*	http://	apply.grants.g	gov/forms	s/RR_OtherProject	Info_1_4-V1.4			PKG00278424	11-15-2022	10-10-2023	08-21-2023	>
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- Or select the **Search For Opportunities** link to search by title.
- Your downloaded opportunity will then appear within the **Opportunities** tab.

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#### Start a Proposal

Opport	tunities	Proposals	Routing People Institutions	Reports More	Create Grants.gov Proposal	
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+	PAR-22-242		Bioengineering Research Grants (BRG) (R01 Clinical Trial Not Allowed)	FORMS-H	Use for due dates on or after January 25, 2 National Institutes of Health PKG002	77828 11-01-2022 09-07-2025 08-21-2023
+	PAR-22-243		Bioengineering Research Grants (BRG) (R01 Clinical Trial Optional)	FORMS-H	Use for due dates on or after January 25, 2 National Institutes of Health PKG0022	77829 11-01-2022 09-07-2025 08-21-2023
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- Before you Search for PI, check to see if the PI's • name already appears at the Principal Investigator field. If there, simply click on it.
  - If the name isn't there, do two things:
    - Enter the PI's last name in the empty search field
    - Enter the **Organization**.
      - For UC Davis, select The **Regents of the University** of California (Davis)
      - This will limit and speed the • search.

The Regents of the University of California (Davis)

- Now click Search for PI.
- Once the PI's name appears in the **Principal** Investigator field, click it to select it.

Organization:

Default IDC Rate: Please select.

Search for PI, check to see if the PI's dy appears at the Principal field. If there, simply click on it.	Create Grants.gov Proposal Opportunity: PA-20-272  Select A Different Opportunity
e name isn't there, do two things: Enter the <b>PI's last name</b> in the empty search field	Proposal Name:
Enter the <b>Organization</b> .	Showing recent PIs   Show all
<ul> <li>For UC Davis, select The Regents of the University</li> </ul>	Principal Investigator:  Organization: Please select
<ul><li>of California (Davis)</li><li>This will limit and speed the</li></ul>	# of Budget periods: 1 2 3 4 5 6 7 8 9 10
search.	Due Date:
's name appears in the <b>Principal</b> field, <b>click it</b> to select it.	Create Proposal Cancel
carter	Search for PI
Principal Investigator: Carter, Cameron S (Med: Psych	niatry & Behavioral S) / The Regents of the University of

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- The Default IDC (Indirect Cost) Rate field will appear. If unsure which rate to pick, a common one for research projects is On Campus Org Research MTDC
  - MTDC = Modified Total Direct Costs
- The Validation Type will usually autopopulate based on the opportunity you select.
- When ready, click Create Proposal
- to continue.

<ul> <li>The Default IDC (Indirect Cost) Rate field will appear. If unsure which rate to pick, a common one for research projects is On Campus Org Research MTDC         <ul> <li>MTDC = Modified Total Direct Costs</li> </ul> </li> </ul>	Opportunity: Proposal Name:	Grants.gov Proposal PA-20-272  Select	A Different Opportunity
• The Validation Type will usually autopopulate based on the	Principal Investigator:	<u>Show recent</u>   <u>Show all</u> Carter, Cameron S (Med: Psychiat	try & Behavioral S) / The Regents of the University of
opportunity you select.	Organization:	The Regents of the University of C	California (Davis) 🗸
	Default IDC Rate:	Please select	On Campus Org Research MTDC 🗸
<ul> <li>When ready, click Create Proposal</li> <li>to continue.</li> </ul>	# of Budget periods:		Please select On Campus Other Sponsored Activity MTDC USDA FRTEP 0% Test Nonfed IDC 25%TC_33.333%TDC
	Due Date: Validation Type:	NIH <b>v</b>	Off Campus Org Research MTDC NIH T Grant 8% MTDC HRSA Training 8% MTDC US Dept of Education Training 8.0% MTDC
	Create Pro	posal	On Campus Instruction MTDC Primate Center non_core Off Campus Other Sponsored Activity MTDC OTHER
			On Campus Org Research MTDC Off Campus Instruction MTDC
CGA page: <u>On-Campus vs. Off-Campus F&amp;A</u>	(Indirect Cost) R	<u>ates</u>	NIH K Grant 8% MTDC USDA 10 % TDC USDA_NIFA_AFRI 30% TC _ to 42.857% TDC Primate Center Core Clinical Trial TDC USDA_NIFA_AFRI 22% to TC_28.205%_TDC

## **Completing a Proposal**

SF424 RR	*
1	
2	
RR Performance Sites	
1	
RR Other Project Information	
1	
RR Key Persons	
1	
RR Budget	
1	
2	
3	
4	
PHS Human Subjects and Clinic	
1	
PHS 398 Modular Budget	
1	
🗆 RR Subaward Budget Attachme	
1	
PHS 398 Cover Page Supplement	
1	
2	
PHS 398 Research Plan	
1	
PHS Assignment Request	
1	

- As with Cayuse SP, you **navigate** through the various pages of the proposal in ٠ the left column.
- Each greyed out checkbox indicates an application form required by the sponsor.
  - Note that several forms are more than one page in length.
  - You can add optional forms to your proposal by adding a checkmark in the form's empty box.
- For certain types of NIH funding opportunities, when the total direct costs being requested are \$250,000 per year or less, NIH requires the applicant submit a simplified modular budget.
  - In these cases, as shown, add a check next to the (PHS 398) Modular Budget form and remove the check from RR Budget.
    - Complete the Modular Budget rather than the more detailed **RR Budget**
- Note: the forms in the left column vary by sponsor/funding opportunity. This presentation will cover typical forms.

## Completing a Proposal (1st page)

1 2 PP Performance Sites	APPLICATION FOR FEDERAL AS	SISTANCE			And a second	
RR Performance Sites	5F 424 K&K		2. DATE SUBMITTED 08/08/2023	Applicant Identifier		
1			3. DATE RECEIVED BY STA	TE State Application Identifi	Jer	
R Key Persons	1. TYPE OF SUBMISSION <ul> <li>Pre-application</li> <li>Application</li> <li>Changed/Corrected Applic</li> </ul>	ation	4. a. Federal Identifier AR083112	b. Agency Routing Numb NOT-AR-23-006 c. Previous Grants.gov Tra	er acking ID	
1 2 3 4	5. APPLICANT INFORMATION Legal Name: The Reger Department:	ts of the University	of California (Davis)	UEI: TX2DAGQPE	<b>X 5</b>	
<ul> <li>PHS Human Subjects and Clinic</li> <li>PHS 398 Modular Budget</li> <li>RR Subaward Budget Attachme</li> </ul>	Division: Street1: Office of F Street2: 1850 Rese City: Davis State/Province: California Country: United St	esearch - Sponsorer arch Park Drive	County/Parish: Yolo Zip/Postal Code: 95618-6153			
<ul> <li>PHS 398 Cover Page Supplemer</li> <li>1</li> <li>2</li> <li>PHS 398 Research Plan</li> <li>1</li> </ul>	Person to be contacted on matt Prefix: Fil Position/Title: Contracts	ers involving this ap st Name: aojane and Grants Analyst	Middle Name:	Last Name: Suffix: Celarbo	*	
PHS Assignment Request 1 Proposal Summary	Street1: 1850 Rese Street2: City: Davis State/Province: California	arch Park Drive	~	County/Parish: Yolo Zip/Postal Code: 95618-6153		
Summary Supporting Documents Proposal Management	Country: United Sta Phone Number: 530-752-7188 Error (0) / Warning (0) / Info (0	Fax	Number:	Email: proposals@ucdavis.edu	Final Review	

Though it's not obvious, there is nothing to add at this time to sections 2, 3 or 4.

- 1. Type of Submission: Select appropriate entry
- 5. Applicant Information: The university is the applicant The Regents of the University of California (Davis)
  - As the SPO office has moved, use 1 Shields Avenue, Davis, CA 95616-5270 as the address

SF424 RR	🔝 🔗 24-0354 Electrically	conductive hydroge	els for muscle reg	eneration				
1	APPLICATION FOR FEDERA	AL ASSISTANCE	2. DATE	SUBMITTED		Applicant Ide	entifier	
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RR Performance Sites			3. DATE	RECEIVED BY STA	TE	State Applica	ation Identifier	
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RR Other Project Information				and I don't for	/	h Agency De	uting Number	
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RR Key Persons	<ul> <li>Application</li> </ul>		AK000.	112		c. Previous G	rants gov Tracking	ID
1	O Changed/Corrected A	oplication					nancs.gov macking	,10
RR Budget						L		
1	5. APPLICANT INFORMAT	TION						💥 🖾
2	Legal Name: The R	egents of the Univer	sity of California	(Davis)		UEI:	X2DAGOPENZ5	
3	Department:			(0010)				
4	Division:							_
PHS Human Subjects and Clinic	Street1: Office	of Decearch - Second	and Programs					
1	Street2: 1950	Pacearch Park Drive	ored Programs					-
PHS 398 Modular Budget	City: Davia	Research Park Drive			Co	inty/Parish	/ala	
1	State/Province: Calife	rala			Zin/F	ostal Code:	roio	
RR Subaward Budget Attachme	Countra Unite	rnia d Chohon		•	Zipvr	ostal code.	/5618-6153	
1	Country. Unite	d States		•				
PHS 398 Cover Page Supplement	Person to be contacted on	matters involving this	application					2 🖬
1	Prefix	First Name:	Middle	Name	Last Name		Suffix	
2		Saoiane		rianie.	Celarbo			
PHS 398 Research Plan								
1	Position/Title: Contr	acts and Grants Anal	yst					_
PHS Assignment Request	Street1: 1850	Research Park Drive						
1	Street2:							
	City: Davis				Co	unty/Parish:	Yolo	
roposal Summary	State/Province: Califo	rnia		~	Zip/F	ostal Code:	95618-6153	
Supporting Documents	Country: Unite	d States		~				
Supporting Documents	Phone Number:		Fax Number:		E	mail:		
Proposal Management	530-752-7188	1			Ī	roposals@uco	davis.edu	
		-			Ľ			
( <b>)</b>	Error (0) / Warning (0) / Inf	o (0) NIH	~	· ]				Final Revie

The Unique Entity Identifier (UEI) is found on the UC Davis Institutional Information page.

• This is a good page to bookmark

Person to be contacted on matters involving this application: Enter your assigned SPO Proposals Analyst.

- If the IPF is still routing in Cayuse SP and an analyst isn't yet assigned, enter what you can and add the name later.
- If fields are all greyed out, click the pencil icon 🖉 in the top right of this section to autofill from a Cayuse Professional Profile
- Best email to use here: proposals@ucdavis.edu

# Completing a Proposal (bottom half of 1st page)

SF424 RR	🗊 🔗 24-0354 Electrically conductive hydro	gels for muscle regeneration	
1	State/Province: California	✓ Zip/	Postal Code: 95618-6153
2	Country: United States	~	
RR Performance Sites			
1	Phone Number:	Fax Number: E	mail:
RR Other Project Information	530-752-7188	U	proposals@ucdavis.edu
1	6 EMPLOYED IDENTIFICATION/EINILor	7 TYPE OF ADDI ICANIT	
RR Key Persons	(TIN):	H: Public/State Controlled Institution of Higher	Education
1	1-946036494-A1	Other (Specify):	Education
PP Pudget		•	
1	8. TYPE OF APPLICATION:	Small Business Organization Type	
2	O New	Women Owned Socially and Economically	/ Disadvantaged
2	Resubmission     Penewal		
3	Continuation		
4	Revision		
PHS Human Subjects and Clinic			
1	If Revision, mark appropriate box(es).	9. NAME OF FEDERAL AGENCY:	
PHS 398 Modular Budget	R. Docrosco Award	National Institutes of Health	
1	C. Increase Duration		
RR Subaward Budget Attachme	D Decrease Duration		
1	E Other (specify):		
PHS 398 Cover Page Supplement	E. Other (specify).	Not required, but if you find th	e info in guidelines, add it:
1		Hotroquirou, but il you linu ti	e into in galacines, ada la
2	Is this application being submitted to other	10. CATALOG OF FEDERAL DOMESTIC ASSIST/	ANCE NUMBER:
DUIS 209 Desserveb Dise	agencies?	TITLE.	
PHS 396 Research Plan	O Yes O No		
1	what other Agencies?		
PHS Assignment Request			
1			
	11. DESCRIPTIVE TITLE OF APPLICANT'S P	ROJECT:	
Proposal Summary	Electrically conductive hydrogels for muscle	regeneration	
Summary			
Supporting Documents	12. PROPOSED PROJECT:	13. CONGRESSIO	NAL DISTRICT OF:
	Start Date 04/01/2024	Applicant CA-004	,
Proposal Management	Ending Date 03/31/2026		
( ) · · · · · · · · · · · · · · · · · ·			
	Error (0) / Warning (0) / Info (0) NIH	~	Final Review

Again, use the <u>Institutional Information</u> page to populate:

- 6. EIN/TIN
- 13. Congressional District
- 7. Type of Applicant: UC Davis is a "Public/State Controlled Institution of Higher Education."

SF424 RR	24-0354 Electrically conductive hydro	gels for muscle regeneration	
1	State/Province: California	Zip/Postal Code: 05618-6153	-
2	Country: United States	▼	-
RR Performance Sites	onited states		
1	Phone Number:	Fax Number: Email:	
RR Other Project Information	530-752-7188	proposals@ucdavis.edu	
1	6. EMPLOYER IDENTIFICATION(EIN) or	7. TYPE OF APPLICANT	
RR Key Persons	(TIN):	H: Public/State Controlled Institution of Higher Education	
1	1-946036494-A1	Other (Specify):	
RR Budget	8 TYPE OF APPLICATION:	•	
1	New	Small Business Organization Type	
2	Resubmission	women Owned Socially and Economically Disadvantaged	
3	Renewal		
4	Continuation		
PHS Human Subjects and Clinic	CREVISION		
1	If Revision, mark appropriate box(es).	9. NAME OF FEDERAL AGENCY:	
PHS 398 Modular Budget	A. Increase Award	National Institutes of Health	
1	B. Decrease Award		
RR Subaward Budget Attachme	D. Decrease Duration		
1	E. Other (specify):		
PHS 398 Cover Page Supplemer			
1			
2	Is this application being submitted to other	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	
PHS 398 Research Plan	∩ Yes  No	TITLE:	
1	What other Agencies?		
PHS Assignment Request			
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	11. DESCRIPTIVE TITLE OF APPLICANT'S PI	ROJECT:	
Proposal Summary	Electrically conductive hydrogels for muscle	regeneration	
Summary			
Supporting Documents	Start Date 04/01/2024	13. CONGRESSIONAL DISTRICTOF:	
	Fadiar Date 02/21/2024	Applicant CA-004	
Proposal Management	Ending Date 05/31/2020		
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At the bottom of the form is a **box that shows errors and warnings**.

- Click on it to see errors and warnings that may prevent a successful proposal submission.
  - $\circ$   $\;$  Links take you to the indicated error/warning for correction.
- Some errors or warnings may be "false" errors based on a standard sponsor application and not your specific funding opportunity.
  - Please check with your SPO analyst if you have any questions as to whether a particular error or warning can be ignored.

## Completing a Proposal (2nd page)

\$F424 RR   1   2   2   2   2   2   2   2   3   3   1   2   2   1   2   2   3   3   3   3   3   4   1   2   2   1   2   2   1   2   2   3   3   3   3   3   3   4   1   2   2   1   2   2   1   2   2   1   2   2   1   2   2   2   1   2    2   2   2   2   2   2   2   2   2   2   2   2    2  <			
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2     SF 424 (R&R) APPLICATION FOR FEDERALASSISTANCE     Page 2       RR Performance Sites     1       1     RR Key Persons       1     RR Key Persons       1     RR Key Persons       1     Prefix:       1     Prefix:       2     Division:       3     Poistion/Title:       2     Division:       3     Street2:       2     Division:       3     Street2:       2     City:       2     Country:       2     Division:       3     Street2:       2     City:       2     Country:       3     Street2:       2     Country:       3     PhiS 398 Modular Budget       1     Street2:       2     Country:       3     PhiS 398 Research Plan       1     Streetar Funds Requested       4     436.842       b. Total Non-Federal Funds       c. Total Federal Funds Requested       1     City:       1     Stimmary       Summary       Summary       Summary       Summary       Summary       Summary       Summary       Summary	1		
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1       14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION         1       14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION         1       Prefix:       First Name:       Middle Name:       Last Name:       Suffix:         1       Prefix:       First Name:       Middle Name:       Last Name:       Suffix:         1       Department:       Department:       Division:       Division:       Division:       Division:       Street1:       Division:       Street1:       Division:       Street1:       Division:       Street1:       Division:       Street1:       Division:       Street2:       Country:       Please Select       Zip/Postal Code:       Country:       Please Select       Country:       Please Select       ORDER TA322 PROCESS?       THIS PREAPPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ON WAS MADE         1       State/Province:       Please Select       Country:       Please Select       ORDER TA322 PROCESS?       THIS PREAPPLICATION VABJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         1       State/Province:       Please Select       ORDER TA322 PROCESS?       Division: State Please Select       ORDER TA322 PROCESS?       THIS PREAPPLICATION VABJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         1       1       Statel Fordrai Funds       O*	RR Performance Sites		
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PHS 398 Modular Budget       I       Cuty:       Country:       Plass Select       Zip/Postal Code:         I       State/Province:       Please Select       Zip/Postal Code:       Zip/Postal Code:         PHS 398 Cover Page Supplemer       I       Image: Select       Country:       Please Select         PHS 398 Cover Page Supplemer       Image: Select       Image: Select       Image: Select       Image: Select         PHS 398 Research Plan       Image: Select	1	Citra	County/Parish
1       State/Province:       Please Select         1       RR Subaward Budget Attachme         1       Country:       Please Select         PHS 398 Cover Page Supplemer       Fax Number:         1       Phone Number:       Fax Number:         2       PHS 398 Research Plan       16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         1       Istate/Province:       Province:       Fax Number:         2       PHS 398 Research Plan       16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:         1       Istate/Program Income       Image: Control of the State Executive Order I State Program Income         1       Image: Control of the State Executive Order I State Program Income       Image: Control of the State Program Income         1       Image: Control of the State I State Program Income       Image: Control of the State Program Income         1       Image: Control of the State I State Program Income       Image: Control of the State Program Income         1       Image: Control of the State I State Program Income       Image: Control of The State Program Income         1       Image: Control of The State I State Program Income       Image: Control of The State Program Income         1       Image: Control of The State I State Program Income       Image: Control of The State Program Income <th>PUS 398 Modular Pudget</th> <th></th> <th>County/Parish:</th>	PUS 398 Modular Pudget		County/Parish:
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1       Phone Number:       Fax Number:       Email:         PHS 398 Cover Page Supplement       15. ESTIMATED PROJECT FUNDING       16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         PHS 398 Research Plan       1       1       15. ESTIMATED PROJECT FUNDING       16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         PHS Assignment Request       1       0       AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:         1       0. Total Non-Federal Funds       0       DATE:       DATE:         1       C. Total Federal & Non-Federal Funds       436,842       b. NO       PROGRAM IS NOT COVERED BY E.O. 12372; OR         Vroposal Summary       Supporting Documents       17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with	RR Subaward Budget Attachme	Country: Please Select V	
<ul> <li>PHS 398 Cover Page Supplement</li> <li>PHS 398 Cover Page Supplement</li> <li>PHS 398 Research Plan</li> <li>Total Federal Funds Requested</li> <li>Total Non-Federal Funds</li> <li>Total Non-Federal Funds</li> <li>Total Federal Funds</li> <li>Total Non-Federal Funds</li> <li>Total Federal Funds</li> <li>Total Federal Funds</li> <li>Total Federal Funds</li> <li>Total Federal Funds</li> <li>Total Pederal Funds</li> <li>Total Pederal Funds</li> <li>Total Federal Funds</li> <li>Total Pederal Funds</li> <li>Total Ped</li></ul>	1	Phone Number: Fax Number: Email:	
1       1         2       15. ESTIMATED PROJECT FUNDING       16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?         PHS 398 Research Plan       1       1       1         1       1       1       1         PHS Assignment Request       1       1       1         1       1       1       1       1         Yroposal Summary       0       1       0       1         Supporting Documents       0       436,842       0       0         Yroposal Management       0       1       0       0       0         1       1       1       1       1       1       0       1       0       1       0       1       0       1       0       1       0       1       0	PHS 398 Cover Page Supplement		
2       ISESTIMATED PROJECT PONDING         PHS 398 Research Plan       ISESTIMATED PROJECT PONDING         1       ISESTIMATED PROJECT PONDING         PHS Assignment Request       436,842         1       ISESTIMATED PROJECT PONDING         PHS Assignment Request       0 *         1       ISESTIMATED PROJECT PONDING         Image: Physical Summary       Image: Supporting Documents         Supporting Documents       Issigning this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative benalties. (U.S. Code. Title 18. Section 1001)         Error (0) / Warning (0) / Info (0)       NIH	1	15 ESTIMATED BROJECT EUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE
PHS 398 Research Plan   1   PHS Assignment Request   1   Proposal Summary   Supporting Documents   Proposal Management   This PREAPPLICATION WAS MADE a. YES AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: DATE: DATE: DATE: D. Total Pederal Runds d. Estimated Program Income This preapplication, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative benalties. (U.S. Code. Title 18. Section 1001) Error (0) / Warning (0) / Info (0) NIH	2	13.ESTIMATED PROJECT FONDING	ORDER 12372 PROCESS?
1       a. Total Federal Funds Requested       436,842       a. YES       AVAILABLE TO THE STATE EXECUTIVE ORDER 12372         PHS Assignment Request       b. Total Non-Federal Funds       0       PROCESS FOR REVIEW ON:       DATE:         1       c. Total Federal & Non-Federal Funds       436,842       b. NO       PROGRAM IS NOT COVERED BY E.O. 12372; OR         2       c. Total Federal Funds       0       *       DATE:       DATE:         b. NO       PROGRAM HAS NOT DEEN SELECTED BY STATE FOR       PROGRAM HAS NOT BEEN SELECTED BY STATE FOR         Supporting Documents       0       *       PROGRAM HAS NOT BEEN SELECTED BY STATE FOR         *       17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code. Title 18. Section 1001)         Error (0) / Warning (0) / Info (0)       NIH       Final Revi	PHS 398 Research Plan		THIS PREAPPLICATION /APPLICATION WAS MADE
<ul> <li>PHS Assignment Request</li> <li>b. Total Non-Federal Funds</li> <li>c. Total Federal &amp; Non-Federal Funds</li> <li>d. Estimated Program Income</li> <li>b. Total Non-Federal Funds</li> <li>d. Estimated Program Income</li> <li>d. Estimated Program I</li></ul>	1	a. Total Federal Funds Requested 436,842	a. YES O AVAILABLE TO THE STATE EXECUTIVE ORDER 123/2 PROCESS FOR REVIEW ON:
1       c. Total Federal & Non-Federal Funds       436,842       b. NO       PROGRAM IS NOT COVERED BY E.O. 12372; OR         yroposal Summary       0       PROGRAM HAS NOT BEEN SELECTED BY STATE FOR         Supporting Documents       0       PROGRAM HAS NOT BEEN SELECTED BY STATE FOR         'roposal Management       17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative benalties. (U.S. Code. Title 18. Section 1001)         Error (0) / Warning (0) / Info (0)       NIH       Final Revi	PHS Assignment Request	b. Total Non-Federal Funds 0 ★	DATE:
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Supporting Documents       17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative benalties. (U.S. Code. Title 18. Section 1001)         Error (0) / Warning (0) / Info (0)       NIH       Final Revi	Summary Supporting Desumports		
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	•	Error (0) / Warning (0) / Info (0) NIH V	Final Revi

# 14. Project Director/PI

Select the 🥒 pencil icon to auto-populate this section from the PD's/PI's Professional Profile (in Cayuse 424).

Note: You can either add the PD/PI here or to the **RR Key Persons** form. Populating either will populate both.

You can manually update auto-populated fields as needed.

SE424 PP	🛪 Proposals (S2S) Autofill - Google Chrome	- 0
1 2	ucdavis-uat.cayuse424.com/1067/listPeopleToAutofill.do?subsessionId=0&role=pi&proposalId=102724	3227&idsToNotSh
<ul> <li>RR Performance Sit</li> <li>RR Other Project In</li> <li>RR Key Persons</li> <li>RR Budget</li> <li>3</li> </ul>	Autofill Principal Investigator          Show All         5 Recently Autofilled Principal Investigators:         Abedi. Mehrdad - UC Davis: Med: Div Of Internal Med	Close
<ul> <li>4</li> <li>PHS Human Subject</li> <li>PHS 398 Modular B</li> <li>RR Subaward Budge</li> <li>PHS 398 Cover Pag</li> <li>PHS 398 Research F</li> <li>PHS Assignment Rest</li> </ul>	Abedi, Menidad - OC Davis: Med: Intl Med- Hematology & On Biscotti, Almona - UC Davis: Nutrition Celedon, Juan - University of Pittsburgh: Pediatric Asthma Center Smith, Mackenzie - UC Davis: University Library	Investigator
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# 14. Project Director/PI

After you select the pencil icon, either search for the PI (by last name) or select from a list of recently autofilled PIs.

	🛪 Proposals (S2S) Manage Key Persons - Google Chrome		– 🗆 X
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1 PR Other Pro	June -		8
1			
RR Key Perso	🚊 📑 💥 Leach, Jonathan - The Regents of t	he University of California (Davis	Budget Periods: 2 1 2 2
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1	Appointment type (months): Calendar: 12.0	Academic: Summer:	
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Summary	Salary Salary Salary Salary	Months Months Months Salary	Benefits Requested
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Proposal Manage	prd 2 19,233 0 0		0 0
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#### 14. Project Director/PI

You then have the following options:

- Include Performance Site (autopopulated from Professional Profile)
- Change Role, though you rarely do this for the PD/PI. Other options:
  - Co-PD/PI
  - o Other Senior Personnel
- Revise their (autopopulated) appointment type, salary, and effort.
  - Effort: enter portion of calendar, academic or summer months they will dedicate to the project.

#### Important:

The automatic salary and fringe totals in Cayuse 424 <u>always</u> need to be overridden manually.

• They don't use any split rate fringe and rarely match the internal budget.

Update these figures as needed to match the internal budget.



If you overwrite an auto-calculated value, a red star will appear.

#### Use caution when overwriting calculated fields.

- Overwritten values will not update when you update related fields.
  - This can cause final values to be wrong.
- To return a red star field to its auto-calculated value, delete your manual entry.

SF424 RR 📤	1 3 24-0354 Electrically conductive hydrogels for muscle regeneration	
1		
2	SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE Page	2
RR Performance Sites		
1		A
RR Other Project Information	14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION	**
1	Prefix: First Name: Middle Name: Last Name: Suffix:	
RR Key Persons	Jonathan K. Leach	
1		
RR Budget	Position/Title: Professor Organization Name: The Regents of the Unive	
1	Department: Med: Orthopedic Surgery	
2	Division: School of Medicine	
3	Street1: 4860 Y Street Suite 3800	
4	Street?	
PHS Human Subjects and Clinic		
	City: Sacramento County/Parish: Sacramento	
PHS 398 Modular Budget	State/Province: California V Zip/Postal Code: 95817-2307	
	Country: United States	
RR Subaward Budget Attachme	Phone Number: Eax Number: Email:	
	916-734-8965 ikleach@ucdavis.edu	
PHS 398 Cover Page Supplement		
2	15. ESTIMATED PROJECT FUNDING 16. IS APPLICATION SUBJECT TO REVIEW BY S ORDER 12372 PROCESS?	TATE EXECUTIVE
PUS 308 Percearch Plan	THIS PREAPPLICATION/APPLICAT	ION WAS MADE
1	a. Total Federal Funds Requested 436,842 a. YES O AVAILABLE TO THE STATE EXECUT	IVE ORDER 12372
-	b. Total Non-Federal Funds	
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-	b. NO  PROGRAM IS NOT COVERED BY E.	O. 12372; OR
Proposal Summary	d. Estimated Program Income 0 PROGRAM HAS NOT BEEN SELECT	ED BY STATE FOR
Summary		
Supporting Documents	17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statement	ts herein are true.
	complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any	resulting terms if I
Proposal Management	accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, o	r administrative
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		- marrievier

15. **Estimated Project Funding:** There is no need to populate the budget figures here, as these fields are autopopulated when you complete the RR Budget pages.

- 16. State Exec Order 12372: Check sponsor guidelines for answer.
  - Example: the NIH SF424 (R&R) Application Guide reads "Applicants should check 'No, Program is not covered by E.O. 12372.'"

SF424 RR ^	🚺 🖉 24-0354 E	lectrically condu	uctive hydrogels	for muscle regenerat	tion					
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2	19. Authorized Re	presentative	× =							
RR Performance Sites	Prefix: First	Name:		Middle Name:		Li	ast Name:		Suffix:	
1	Sao	jane					Celarbo			
RR Other Project Information	Position/Title	Contracts and (	Grants Analyst			Organization:	The Regents of t	he University of C	alifornia (E	
1	Department	OV/CR - Second	and Brograms			018011200001	The Regence of t		3, 10, 10, 10, 10, 10, 10, 10, 10, 10, 10	
RR Key Persons	Department:	OVCK - Sponso	ored Programs							
	Division:	VC Research								
RR Budget	Street1:	1850 Research	Park Drive							
2	Street2:									
3	City:	Davis				County/Parish:	Yolo			
4	* State/Province:	California			~ 2	Zip/Postal Code:	95618-6153			
PHS Human Subjects and Clinic	Country:	United States		~						
1			-							
PHS 398 Modular Budget	Phone Number: 530,752,7188			x Number:			Email:	lavie odu		
1	330-732-7100						scelarbo@dcc	Javi5.euu		
RR Subaward Budget Attachme	Signature of Auth	orized Represent	tative Saojane	Celarbo			D	ate Signed 08/08	2023	
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- 19. Authorized Representative: Again, enter your assigned SPO analyst.
  - Good email to use here: your SPO analyst's direct email.

## Attachments in Cayuse 424:

- **PDFs** are generally preferred.
  - Check sponsor guidelines to make sure non-PDFs are allowed and/or requested.
    - NIH, for instance, only allows PDFs, but some sponsors may request a Powerpoint or Excel.

# Completing a Proposal (RR Performance Sites page)

1		Project/Performance Site Location(s)				
2	Project/Performan	ce Site Primary Location			<b>R M</b>	
RR Performance Sites			8	1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
1	Urganization:	The Regents of the University of California, Dav	IS			
RR Other Project Information	• Street1:	IX2DAGQPENZ5	Street2:			
1	*Citra L	4860 Y Street Suite 3800	County/Darish:	-		
RR Key Persons	City:	Sacramento	K Zie /Destal Code:	Sacramento		
1	State/Province:	California	✓ Zip/Postal Code:	95817-2307		
RR Budget	* Proiect/Performar	United States	× .			
1	Other sites ex	pand all/collapse all			1	
3						
4	🖻 🔜 Organizat	tion: The Regents of the University of California	(Davis)	0	S 24	
PHS Human Subjects and Clinic	UEI:	TX2DAGQPENZ5				
1	* Street1:	Office of Research - Sponsored Programs	Street2:	1850 Research Park Drive		
PHS 398 Modular Budget	* City:	Davis	County/Parish:	Yolo		
1	* State/Province:	California	<ul> <li>Zip/Postal Code:</li> </ul>	95618-6153		
RR Subaward Budget Attachme	* Country:	United States	•			
1	* Project/Performa	ince Site Congressional District: CA-004				
PHS 398 Cover Page Supplemen						
1	🗏 🧾 Organizat	tion: Georgia Institute of Technology		8	S 🗱	
2	UEI:	EMW9FC8J3HN4				
PHS 398 Research Plan	* Street1:	313 Ferst Ave NW	Street2:			
1	* City:	Atlanta	County/Parish:			
PHS Assignment Request	* State/Province:	Georgia	<ul> <li>Zip/Postal Code:</li> </ul>	303320415		
1	* Country:	United States	~			
oposal Summary	* Project/Performa	nce Site Congressional District: GA-005				
Summary						
Supporting Documents						
oposal Management						
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Enter the location(s) where project work will be performed.

Click the **pencil icon** to add or remove Performance Sites.

### **Completing a Proposal (RR Other Project Information)**

1       RESEARCH & RELATED Other Project Information         2       RR Performance Sites         1       I ''Are Human Subjects Involved? 'Yes @ No         1       I'YES to Human Subjects         1       I'YES to Human Subject Sampton number:         1       I'YES to Human Subject Assurance Number:         1       I'YES to Vertebrate Animals         2       Are Vertebrate Animals         3       I'YES to Vertebrate Animals         3       I'YES to Vertebrate Animals         1       I'YES to Vertebrate Animals         2       Are Vertebrate Animals         3       I'YES to Vertebrate Animals         1       I'YES to Vertebrate Animals         1       I'YES to Vertebrate Animals         3       I'S propriet avy/privileged Information Included In the application? 'Yes @ No         4       A. 'Does the Project hava an Actual or Perceived Impact - positive or negative - on the environment? 'Yes @ No         1       A. 'Does the Project hava an Actual or Perceived Impact - positive or negative - on the environment? 'Yes @ No         4.       I'Yes please explainc </th <th>SF424 RR</th> <th>1 9 24-0354 Electrically conductive hydrogels for muscle regeneration</th>	SF424 RR	1 9 24-0354 Electrically conductive hydrogels for muscle regeneration
2       I.* Are Human Subjects Involved? Yes No         1       IrYES to Human Subjects         R R Performance Sites       Is the Project Exampt from Federal regulations? Yes No         IR R Rother Project Information       Is the Project Exampt from Federal regulations? Yes No         IR R Rother Project Information       Is the Project Exampt from Federal regulations? Yes No         If no. is the IRB review Pending? Yes No       Is the Project Exampt from Federal regulations? Yes No         IRB Approval Date:       Is the IRB review Pending? Yes No         Imman Subject Assurance Number:       Imman Subject Assurance Number:         Imman Subject Assurance Number:       Imman Subject Assurance Num	1	RESEARCH & RELATED Other Project Information
Image:	2 RR Performance Sites 1 RR Other Project Information 1 RR Key Persons 1 PD Purdect	1. * Are Human Subjects Involved?       Yes       No         1.a       If YES to Human Subjects       Is the Project Exempt from Federal regulations?       Yes       No         If yes, check the appropriate exemption number:       Exemption Number:       1       2       3       4       5       6       7       8         If no, is the IRB review Pending?       Yes       No       No       IRB Approval Date:
1       3.* Is proprietary/privileged information included in the application? _ Yes (a) No         PHS 398 Modular Budget       4.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? _ Yes (a) No         1       4.a. * Does the Project have an Actual or perceived Impact - positive or negative - on the environment? _ Yes (a) No         1       4.a. * Does the Project have an Actual or perceived Impact - positive or negative - on the environment? _ Yes (a) No         1       4.a. * Does the Project have an Actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? _ Yes (b) No         1       4.d. If yes, please explain:         2       S.a. * Is the research performance site designated, or eligible to be designated, as a historic place? _ Yes (b) No         5.b. If yes, please explain:       5.a. * Is the research performance site designated, or eligible to be designated.         1       6.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? _ Yes (b) No         5.b. If yes, identify countries:       6.c. Optional Explanation:         7. Project Summary       Summary         Supporting Documents       Project Summary /Abstract         Project Summary       No draft         1PIPDF124.44KB	C RK Budget	2. * Are Vertebrate Animals Used?  Yes  No Lacuc Approval Date: Animal Welfare Assurance Number A3433-01
<ul> <li>PHS 398 Modular Budget <ol> <li>A.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? Yes No</li> <li>A.b. If yes, please explain:</li> <li>A.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA)</li> <li>PHS 398 Cover Page Supplement</li> <li>C. If this project have an Actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA)</li> <li>PHS 398 Research Plan</li> <li>PHS Assignment Request</li> <li>Proposal Summary</li> <li>Summary</li> <li>Supporting Documents</li> <li>Proposal Management</li> </ol></li></ul> <li>Protect Summary/Abstract</li> <li>Project Summary/Abstract</li>	1	3.* Is proprietary/privileged information included in the application?  Yes  No
1       2         2       PHS 398 Research Plan         1       5.a.* Is the research performance site designated, or eligible to be designated, as a historic place? Yes No         5.b. If yes, please explain:       6.a.* Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No         6.a.* Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No         6.b. If yes, identify countries:         6.c. Optional Explanation:         Final       Draft         7. Project Summary/Supporting Documents         Proposal Management	<ul> <li>PHS 398 Modular Budget</li> <li>RR Subaward Budget Attachme</li> <li>PHS 398 Cover Page Supplement</li> </ul>	4.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? Yes No     4.b. If yes, please explain:     4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No     4.d. If yes, please explain:
PHS 390 Research Plan         1         2         PHS Assignment Request         1         6.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No         6.b. If yes, identify countries:         6.c. Optional Explanation:         6.c. Optional Explanation:         Final       Draft         7. Project Summary/Abstract       ProjectSummary         Proposal Management       No draft	1 2 DUS 200 Descent Disp	5.a. * Is the research performance site designated, or eligible to be designated, as a historic place? O Yes  No S.b. If yes, please explain:
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The PI should have the answers to these questions.

If human or animal subjects are involved and no IRB/IACUC review is pending, the protocols should be submitted for review to ensure they are in place should the proposal be awarded.

There are fields at the bottom of this page to attach a range of documents.

## **Completing a Proposal (RR Key Persons)**

SF424 RR	24-0354 Electrically conductive hydrogels for	muscle regeneration		
1	RESEARC	H & RELATED Senior/Key Person Profile		
2	PF	OFILE - Project Director/Principal Investigator		
RR Performance Sites		0 00100 010 100100 000		
1	Each, Jonathan K The Regents of the University	sity of California (Davis) - PD/PI		*
RR Other Project Information		PROFILE - Senior/Key Person		
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RR Key Persons	2 Senior/Key Persons expand all / collapse all	<b>↓</b> <sup>#</sup> Sort	Manage Key Persons	1
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RR Budget				AA
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2				
3	🗉 🚊 Panitch, Alyssa - Georgia Institute of Technolog	y - Co-Investigator	Ŷ	💥 😳 📈
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As mentioned before, a PI added earlier will show up here.

Click the *Pencil* icon to add additional Co-PIs or Senior Personnel.



This stage is similar to adding a PD/PI.

At bottom is an option to **Create New Professional Profile**. Only do this for personnel who are NOT at UC Davis.

To request a Professional Profile for someone at UC Davis, write <u>ORCayuseHelp@ucdavis.edu</u>.

• We'll cover in later slides what info you should provide.

	Proposals (S2S) Manage Key Persons - Google Chrome		– 🗆 X
SF424 RR			
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C RR Budget	Include Performance Site		
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PHS 398 Res 1			
PHS Assign	Appointment type (months): Calendar: 12.0	Academic: Summer:	
1	Dudget Cal. Acad. Sum.	Cal. Acad. Sum. Req.	Fringe Funds
Proposal Summa	Budget Salary Salary Salary	Months Months Months Salary	Benefits Requested
Summary	prd 1 0 0 0		0 0
Supporting De	prd 2 0 0 0		0 0
Proposal Manag	sement		
2	Farmer (0) (Managlase (0) (Jacks (0)		[Figure Parties]
	Error (U) / Warning (U) / Info (U) NIH		Final Review

You can make the same edits as for a PD/PI, and additionally select which **Budget Periods** this key person will participate in.

**Role:** There are far more options here than for the PD/PI:

- For NIH: Do not select Other Professional
- Please Select.. PD/PI Co-PD/PI Co-Investigator Faculty Post Doctoral Post Doctoral Associate Post Doctoral Scholar Other Professional Graduate Student Undergraduate Student Technician Consultant Other (Specify)

SF424 RR		- 1	6 Test					
1				RESEARCH & RELAT	ED Senior/Key Person	Profile		-
2				PROFILE - Project	Director/Principal Investigator			
RR Performant	ce Sites		😤 Leach, Jonathan K The Regen	ts of the University of Califor	nia (Davis) - PD/PI		*	
RR Other Proje	ect Informati	ion		PROFILE	E - Senior/Key Person			
1 RR Key Person 1	15	2	Senior/Key Persons expand all / collap	se all	<b>↓</b> <sup>#</sup> Sort	🕼 Manage Key Persons	1	
RR Budget			Smith, Lucas - The Regents of the	e University of California (Da	ivis) - Co-Investigator	\$	<b>×</b> 0	
3	Proposals	(S2S) Mana	ge Key Persons - Google Chrome	6 ()		and a		×
PHS Huma	ucdavis	.cayuse42	4.com/1081/showProposalPa	age.do?subsessionId	l=2&url=/manageKey	People.do&pop=true&role=kj	p&pro	p
<ul> <li>PHS 398 N</li> <li>PHS 398 N</li> <li>RR Subawa</li> <li>PHS 398 C</li> <li>PHS 398 C</li> </ul>	™ €	lanage 3 Ki	ey Persons Viewing Alphab	etically 🗸			C	lose
2 PHS 398 R	€ &		Leach, Jonathan - The Regents	s of the University of (	California (Davis	Budget Periods:	11	2
PHS Assign 1	⊞ &	S 💥	Panitch, Alyssa - Georgia Insti	tute of Technology		Budget Periods:	1	2
Proposal Sumr Summary Supporting I	⊞ &		Smith, Lucas - The Regents of	the University of Cali	fornia (Davis	Budget Periods:	1	2
Proposal Managen	nent	• Er	ror (13) / Warning (4) / Info (0) NI	н 🗸	]	FI	nal Revi	ew

To edit effort for personnel already added to the proposal, select Manage Key Persons.

These are available options:

(Re)visit effort screen

Visit Professional Profile





24

## Completing a Proposal (RR Budget page 1)

C (104 PP)	P 24-035	4 Electrically conductive	hydrogels	for muscle	regenerati	on						
1 SF424 RK	24003	- Electrically conductive	190108013	for mascie i	egenerat							
2		RES	EARCH &	RELATED	BUDGET	- SECTION A & E	udget Perio	d 1 of 2 💙	ं 🖾 🤇	<u>en</u>		
RR Performance Sites												
1	UEL TX2DAG	OPENZ5										Î
RR Other Project Information	Cen Internet	Q. LINES										- 1
1		D. I. I. O. I										- 1
RR Key Persons	Budget Type:	Project Subaward/	Consortiun	n								- 1
1	Entername of	Proprietion The Degent	c of the Ll	alumentity of	California	(Davis)		*				- 1
RR Budget	Enter name of C	organization: The Regent	s of the U	niversity of	California	(Davis)		** =				- 1
1	Period 1 Start	Date: 04/01/2024	End Date	: 03/31/20	25 🔀							- 1
2												
3	A. Senior/Key	Persons in Budget Period	1of2						E	Manage Key P	ersons	1
4									- 24	s manage key i	er sons	
PHS Human Subjects and Clinic												- 1
1	First	Mid. Last	Projec	t Ba	se Salary	Cal. Salary Acad. Salary Se	um. Salary Cal.	Acad. Sum.	Requested	Fringe		
PHS 398 Modular Budget	Pref. Name	Name Name	Suf. Role	(\$)		(\$) (\$) (\$	) Mon	Mons Mons	Salary (\$)	Benefits (\$) Funds Rec	1.(5)	
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PHS 398 Cover Page Supplemen								То	tal Senior/Ke	ey Person	0	- 1
1												_
2 DUS 209 Dessarsh Dian	B. Other Pers	onnel										
1	* Number of		Cal.	Acad.	Sum.							
PUS Assignment Pequest	Personnel	* Project Role	Months	Months	Months	* Requested Salary	(\$) * Fringe	Benefits (\$)	* Funds Re	quested (\$)		
1		Craduate Students	' <u> </u>									
-		Undergraduate Students										
Proposal Summary		Secretarial / Clorical	·									
Summary		Secretarial/Cierical	<u> </u>						{: <b> </b>			
Supporting Documents 🔹		<u> </u>	<u> </u>									
<			<u> </u>									
	Error (0) / Wa	rning (0) / Info (0) NIH	1		~						Final R	leview

#### **RR Budget:**

- Note that the budget page is for the first budget period only.
  - You have to select **Budget Period 2 of 2** or the grey arrow icon icon to make entries for the 2nd budget period.



3

Budget Period Editor: Add/delete/change budget periods

**Stair icon:** Once you populate Budget Period 1, use this to replicate your entries into future budget periods or to add escalations.

**To replicate** one budget period to others:

- 1. Select categories to be replicated
  - 1. Can select all
- 1. Select End Period
  - 2. Can replicate to the next period or all project periods
- 3. Click Replicate Selected Categories.

To escalate budget periods is similar:

- 1. Select categories to be escalated
- 2. Select End Period
- 3. Click Escalate Selected Categories.

Early       Budget Category to Excalate Replicate       Rate (%)         A.) Senior Key Persons - Salary       3.0         Senior Key Persons - Fringe Benefits	\$	Budget Replication or Esc	alation	
A) Senior Key Person - Salary       3.0         Senior Key Person - Fringe Benefits          B) Other Personnel - Salary       3.0         Other Personnel - Salary       3.0         D) Travel       3.0         E) Participant Trainee Support Costs       3.0         F.1) Materials and Supplies       3.0         F.2) Publication Costs       3.0         F.3) Consultant Services       3.0         F.4) ADP(Computer Services       3.0         F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base       Budget Period 1         F.6) Equipment or Facility Rental User Fees       3.0         F.7) Alterations Renovations Construction       3.0         F.8) Other 1       3.0         F.9) Other 2       Replicate Selected Categories         F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.12) Other 5       Cancel         F.13) Other 6       Cancel         F.14) Other 7       F.15) Other 8         F.16) Other 9       F.17) Other 10	Enabled	Budget Category to Escalate/Replicate	Rate (%)	
Senior Key Persons - Fringe Benefits         B.) Other Personnel - Salary         Other Personnel - Fringe Benefits         D.) Travel         D.) Travel         E.) Participant/Trainee Support Costs         Senior Key Personsel - Fringe Benefits         J.) Unter Versions         F.1) Materials and Supplies         Senior Key Personse         F.2) Publication Costs         F.3) Consultant Services         J.0         F.4) ADP/Computer Services         S.0         F.5) Replicate Indirect Cost Type for Subavard Costs Allocated to IDC Base         F.6) Equipment or Facility Rental User Fees         J.0         F.5) Other 1         J.0         F.9) Other 2         F.10) Other 3         F.11) Other 4         F.12) Other 5         F.13) Other 6         F.14) Other 7         F.15) Other 8         F.16) Other 9         F.16) Other 9         F.17) Other 10		A.) Senior/Key Persons - Salary	3.0	
B.) Other Personnel - Salary       3.0         Other Personnel - Fringe Benefits       3.0         D.) Travel       3.0         E.) Participant/Traines Support Costs       3.0         F.1) Materials and Supples       3.0         F.2) Publication Costs       3.0         F.3) Consultant Services       3.0         F.4) ADP/Computer Services       3.0         F.4) ADP/Computer Services       3.0         F.5) Replicate Indirect Cost Type for Subavard Costs Allocated to       Budget Period 1          IDC Base       3.0         F.5) Other 1       3.0         F.6) Equipment or Facility Rental User Fees       3.0         F.7) Alterations/Renovations/Construction       3.0         F.9) Other 2       Replicate Selected Categories         F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.12) Other 5       Cancel         F.13) Other 6       Cancel         F.16) Other 9       F.17) Other 10		Senior/Key Persons - Fringe Benefits		
Other Personnal - Fringe Benefits 3.0   D.) Travel 3.0   E.) Participant Traines Support Costs 3.0   F.1) Materials and Supplies 3.0   F.2) Publication Costs 3.0   F.3) Consultant Services 3.0   F.4) ADP/Computer Services 3.0   Budget Period 1 v three Budget Period 2 v   Budget Period 1 three Budget Period 2 v   Budget Period 1 Pre-Escalate Budget Period 2   F.4) ADP/Computer Services 3.0   F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to   F.6) Equipment or Facility Rental/User Fees 3.0   F.7) Alterations/Construction 3.0   F.5) Other 1 3.0   F.10) Other 3 Escalate Selected Categories   F.10) Other 4 Cancel   F.11) Other 4 Cancel   F.12) Other 5 Cancel   F.13) Other 6 F.14) Other 7   F.15) Other 8 F.16) Other 9   F.16) Other 9 F.17) Other 10		B.) Other Personnel - Salary	3.0	
D) Travel 3.0   E.) Participant Trainee Support Costs 3.0   F.1) Materials and Supplies 3.0   F.2) Publication Costs 3.0   F.3) Consultant Services 3.0   F.4) ADP/Computer Services 3.0   F.4) ADP/Computer Services 3.0   F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to   IDC Base   F.6) Equipment or Facility Rental/User Fees 3.0   F.7) Alterations/Renovations/Construction 3.0   F.8) Other 1 3.0   F.9) Other 2 Replicate Selected Categories   F.10) Other 3 Cancel   F.11) Other 4 Cancel   F.12) Other 5 Cancel   F.13) Other 6 F.14) Other 7   F.16) Other 9 F.17) Other 10		Other Personnel - Fringe Benefits	3.0	
E.) Participant Trainee Support Costs       3.0         F.1) Materials and Supplies       3.0         F.2) Publication Costs       3.0         F.2) Publication Costs       3.0         F.3) Consultant Services       3.0         F.4) ADP Computer Services       3.0         F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base       Budget Period 1 ▼ thru Budget Period 2 ♥         F.6) Equipment or Facility Rental User Fees       3.0         F.7) Alterations/Renovations/Construction       3.0         F.8) Other 1       3.0         F.9) Other 2       Replicate Selected Categories         F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.13) Other 6       F.13) Other 7         F.16) Other 9       F.17) Other 10		D.) Travel	3.0	
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F.3) Consultant Services 3.0   F.4) ADP/Computer Services 3.0   F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to Budget Period 1   F.6) Equipment or Facility Rental User Fees 3.0   F.7) Alterations/Renovations/Construction 3.0   F.8) Other 1 3.0   F.9) Other 2 Replicate Selected Categories   F.10) Other 3 Cancel   F.11) Other 4 E110   F.13) Other 5 F.13) Other 7   F.14) Other 7 F.16) Other 9   F.17) Other 10 Marrentod		F.2) Publication Costs	3.0	Start Davied. Fud Davied.
F.4) ADP/Computer Services       3.0         F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to       Description         F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to       Description         F.6) Equipment or Facility Rental User Fees       3.0         F.7) Alterations/Renovations/Construction       3.0         F.8) Other 1       3.0         F.9) Other 2       Description         F.10) Other 3       Cancel         F.11) Other 4       Description         F.13) Other 6       Description         F.14) Other 7       Description         F.15) Other 8       Description         F.16) Other 9       Description         F.17) Other 10       Description		F.3) Consultant Services	3.0	Budget Period 1 V thru Budget Period 2 V
F.5       Replicate Indirect Cost Type for Subaward Costs Allocated to         F.6       Equipment or Facility Rental User Fees       3.0         F.7       Alterations/Renovations/Construction       3.0         F.8       Other 1       3.0         F.9       Other 2       Replicate Selected Categories         F.10       Other 3       Cancel         F.11       Other 6       Cancel         F.14       Other 7       F.15         F.16       Other 9       F.17         F.17       Other 10       F.17		F.4) ADP/Computer Services	3.0	Budget Period 1
F.6) Equipment or Facility Rental User Fees       3.0         F.7) Alterations/Renovations/Construction       3.0         F.8) Other 1       3.0         F.9) Other 2       Replicate Selected Categories         F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.12) Other 5       F13) Other 6         F.14) Other 7       F14) Other 9         F.16) Other 9       F17) Other 10		F.5) Replicate Indirect Cost Type for Subaward ( IDC Base	Costs Allocated to	Pre-Escalate Budget  Budget Period 2
F.7) Alterations/Renovations/Construction       3.0         F.8) Other 1       3.0         F.9) Other 2       Replicate Selected Categories         F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.12) Other 5       Fill         F.13) Other 7       Fill         F.16) Other 9       Fill         F.16) Other 9       Fill		F.6) Equipment or Facility Rental/User Fees	3.0	
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F.9) Other 2       Replicate Selected Categories         F10) Other 3       Cancel         F11) Other 4       Cancel         F12) Other 5       F13) Other 6         F14) Other 7       F15) Other 8         F16) Other 9       F17) Other 10		F.S) Other 1	3.0	Escalate Selected Categories
F.10) Other 3       Cancel         F.11) Other 4       Cancel         F.12) Other 5       Fill         F.13) Other 6       Fill         F.14) Other 7       Fill         F.15) Other 8       Fill         F.16) Other 9       Fill         F.17) Other 10       Fill		F.9) Other 2		Replicate Selected Categories
F.11) Other 4       Cancel         F.12) Other 5       F13) Other 6         F.13) Other 6       F14) Other 7         F.14) Other 7       F15) Other 8         F.16) Other 9       F16) Other 9         F.17) Other 10       F17) Other 10		F.10) Other 3		
F.12) Other 5         F.13) Other 6         F.14) Other 7         F.15) Other 8         F.16) Other 9         F.17) Other 10		F.11) Other 4		Cancel
F.13) Other 6		F.12) Other 5		
F.14) Other 7         F.15) Other 8         F.16) Other 9         F.17) Other 10		F.13) Other 6		
F.15) Other 8         F.16) Other 9         F.17) Other 10		F.14) Other 7		
F.16) Other 9           F.17) Other 10		F.15) Other 8		
<b>F.17</b> ) Other 10		F.16) Other 9		
		F.17) Other 10		

We leave	1 9 2	Start Date: End Date:	C D 10/1/2025 9/30/2028	E	F NIH	G Title: PI(s):	H Malaria Pr L.B. Jeffries	ject with	J UK	K	L	М	N	0	P 12 Months	For	all ke	ey pers	ions,	the ba	se	
Cayuse 424	4 P	ersonnel							Enter eff	ort either in i	Person Mont sec	hs (top section) tion)	) or % Time (bot	tom	Period 1	sala	salary entered in 424 should					
101 d	6										Person Mor	nths			Territou I	t be	the <b>e</b> s	scalate	ed rat	<b>:e</b> liste	ed	
moment.	7	Na	me/Role:		Appt. Type	Effort Type	Base Sala	ry or 9	hs b: Per 1	Per 2	Per 3	Per4	Per5	Escal	10/1/25- 9/30/26	on	the <b>P</b>	ersoni	nel Re	eferen	ice	
	8 1	LB Jeffries - I	PI (SMR)		9/12	SMR	133,6	20 Mon	hs 1.00	1.00	1.0	D		3%	14,84	nag	re (ho	ttom t	ah) o	f the (	OR	
This is an	9 2	Bakshi - Co-P	Ч	1	1/12	CAL	122,0	00 Mon	hs 0.50	0.50	0.5	D		4%	5,54	Pus	50 (00	ctonni		i the v		
This is an	23	Personnel b	y %		1/12	AV	1226		20.00/	9	Time or E	ffort	<u>г г</u>	20/	26.72	– buo	dget t	empla	tes.			
OR Budget	24 I 25 2	Dovle - Postd	loc	1	2/12	CAL	66.7	37 %	50.0%	50.0%	50.0%			3%	33.36							
ONDUUget	26 3	GSR - TBD		1	2/12	CAL	80,2	50 %	62.5%	62.5%	62.5%			3%	50,16	3						
Template	53 To	otal Salaries													130,64	•						
	Pe	ersonne	l Referenc	e ta	ab:	JCPatl	h CBR Gro	FY Sp 1p	lit: 9/3 %	9/3 %	9/3 %	0/0 %	0/0 %		Period 1							
						mmer			10.5	10.8	11.1				1,52	5						
	58 <u>2</u>	Bakshi - Co-P	1	Fa	iculty, I	Acad, MS	P, Safety		41.9/43.2	43.2/44.5	44.5/45.	8 [	r I		2,34	<u> </u>						
A B	С	D	E	F	G	н	1	J	K L		M	N	0		P (	R R	S	Т	U	V	W	
Perso 1 2	onnel (Fo	or Reference)		(Ch "R	Cu oose "Ci lequest"	ustom E: ustom" in " sheet to	sclations n column O o use these r	on the ates)		;	Base Sal:	ıry with esc	alations			APPT TYP	Per E and BASIS (9 request s	son Months (F )/12,11/12,12/ heet to ensure	or agency fo 12) must be person mont	rms) correctly india h accuracy	cated on the	
3 Name/Role:		Personnel Ty	pe? (Choose Below)	P1	P2	P3	P4	P5	Period	1 Per	iod 2	Period 3	Period 4	Pe	riod 5	Period 1	Period 2	Period 3	Period 4	Period 5	Туре	
4 1 LB Jeffries - PI (SMR)			Senior/Key	10.0%	10.0%	6 10.09	6 10.0%	10.0%	133,0	520	137,629	141,757	146,01	0	150,390	1.00	1.00	1.00			SMR	
5 2 Bakshi - Co-PI			Senior/Key	10.0%	10.0%	6 10.09	6 10.0%	10.0%	122,0	000	126,880	131,955	137,23	3	142,723	0.50	0.50	0.50			CAL	
19 1 LB Jeffries - PI (AY)			Senior/Key						133,0	520	137,629	141,757	146,01	0	150,390	1.80	1.80	1.80			AY	
20 2 Doyle - Postdoc			Postdoc						66,3	737	68,739	70,801	72,92	5	75,113	6.00	6.00	6.00	-	-	CAL	
21 3 GSR - TBD			GSR						80,3	260	82,668	85,148	87,70	2	90,333	7.50	7.50	7.50			CAL	
	141 142 143 144 <	Laboratory su Computer for Malaria Cattle supplie >	s Request F&A	Details	s P	ersonn	nel Refere	nce	+						1,50 3,00 2,00 3.00							

Important: For 9/12 or 11/12 faculty, the base salary should not include the summer. The federal

government does not include summer in its base salary. Workaround:

 In Cayuse 424, the base salary should be copied to either the Acad Salary or Sum Salary field to avoid warnings. Example:

		Ļ	Ļ						
Base Salary	Cal. Salary	Acad. Salary	Sum. Salary	Cal.	Acad.	Sum.	Requested	Fringe	Funda Dara (¢)
( <b>P</b> )	( <del>)</del>	( <del></del> )	( <del>4</del> )	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Funds Red. (\$)
150,000	0	150,000	0		1.800	0.900	3,900 🖈	1,626	5,526

Complete the Acad. Mons and/or Sum. Mons fields with the individual's effort, then manually enter Requested Salary and Fringe Benefits to match the internal budget.

• As noted earlier, the automatic **salary** and **fringe** totals in Cayuse 424 <u>always</u> need to be overridden manually.

Note: The three fields in the green box do not go to the sponsor (they are internal fields).

🖾 SF424 RR	B 8 24-0	354 Electrically conductive	hydrogels	for muscle	regenerat	ion						
1		RES	EARCH &	RELATED	BUDGET	- SECTION A &	B Budg	get Period 1	of 2 🗸	۵ 🔀	3	
RR Performance Sites	UEI: TX2DA	GQPENZ5							00			
RR Other Project Information 1 RR Key Persons	Budget Type:	Project      Subaward/	Consortiu	m								
1	Enter name o	f Organization: The Regen	ts of the U	Iniversity o	f California	(Davis)		<u> </u>	6			
2 3	Period 1 Sta	ev Persons in Budget Period	End Dat	e: 03/31/2	2025						* M	Denser 4
4 PHS Human Subjects and Clinic 1		-/									🦼 Manage Key	Persons
PHS 398 Modular Budget	Pref. Name	Mid. Last Name Name an K. Leach	Proje Suf. Role PD/P	ct t (	lase Salary 5)	Cal.Salary Acad.S. (\$) (\$)	olary Sum. 5 (\$) 0	Salary Cal. A Mons N 0	cad. Sum. Ions Mons	Requested Salary (\$) 0	Fringe Benefits (\$) Funds I 0	Req. (5)
RR Subaward Budget Attachme     1	Lucas	Smith Panitch			0	0	0	0		0	0	• <b>*</b>
PHS 398 Cover Page Supplemen									То	tal Senior/K	Cey Person	0
<ul> <li>PHS 398 Research Plan</li> <li>PHS Assignment Request</li> </ul>	B. Other Pe * Number of Personnel	rsonnel f Project Role Post Doctoral Associate	Cal. Months	Acad. Months	Sum. Months	* Requested Sa	alary (\$)	* Fringe Be	nefits (\$)	* Funds R	equested (\$)	
1 Proposal Summary		Graduate Students Undergraduate Student: Secretarial / Clerical	s									
Supporting Documents +	Total Numb	er Other Personnel:	el: Req. Salary Fringe Total Other Personnel									
*			On Carr	ipus 🗸 🗸	On Cam	pus 🗸 🗸		Total Sala	ry, Wages	and Fringe B	Benefits (A+B)	13,591
	Error (7) /M	Varning (4) / Info (0) NII	ц.		v		-					Einst Pavi

To revise an individual's effort here in the budget, click the **gear icon** above.

For **Other Personnel** add a total number for each role rather than list individuals.

As you go through the budget, be sure to select the correct **Indirect Cost Type** for each section.

• Common: On Campus Org Research MTDC

#### Completing a Proposal (RR Budget page 3)

SF424 RR 🔶	📓 🗊 🔗 eRA class sample: 21-0099 Apple PA-EO-777				
1			Deviad 1 of 0 to	<b>5</b>	
2	RESEARCH & RELATED BODGE	I - SECTION F - L Budget			
RR Performance Sites	7 Alterations and Descustions	<b>A</b>			
1	7. Alterations and Renovations On	i Campus 🗸			
RR Other Project Information	o. GSR fee/tuition	cluded V			
1	9. On	n Campus 🗸			
RR Key Persons	10On	n Campus 🗸			
1	Total O	Other Direct Costs			
RR Budget	G Direct Costs			Funds Requested (\$)	_
1	G. Direct Costs				40
2			Total Direct Costs (A thru F)	35,5	43
3	H. Indirect Costs Note:	Indirect Cost types are defined	ned in the Institutional Profil	e. under the Institutions t	tab.
4		Bring any prof	file changes into budget by refre	shing Applicant Organizat	ion.
PHS Human Subjects and Clinic					
	Indirect Cost Type Indire	rect Cost Rate (%) In	direct Cost Base (\$)	* Funds Requested (\$)	
RR Subaward Budget Attachm	1. On Campus Org Research MTDC 🖌 60.5	571	10,543	6,386	5
L DUS 200 Course Dage Supplane	2			(	5
PHS 396 Cover Page Suppleme	×	L			J
2	3. 🗸				٦ 🗌
PUS 398 Research Plan					5
1	4 <b>&gt;</b>	L			J
-			Tetal la d'au et Casta	6 384	a 📃
Proposal Summary	Cognizant Enderal Agency HUS Janet Turger (415) 437-7	7820	Iotal Indirect Costs	0,000	2
Summary	(Agency Name, POC Name, and POC Phone Number)	7020			
Supporting Documents				5 I D . 1/0	—
	I. Total Direct and Indirect Costs			Funds Requested (\$)	_
Proposal Management		Total Direct and Indirec	ct Institutional Costs (G + H)	41,9	29
🔦 Permissions 🛛 🗸	J. Fee			Funds Requested (\$)	_
	4			- 1 B - 1141	
	Error (15) / Warning (3) / Info (0) NIH	~		Final R	leview

You may need to update split rates for indirect costs:

- Cayuse 424 automatically combines split rates into an average for the budget period.
  - In this example, 60% for the 1st part of the budget period was combined with 61% for the 2nd part for an average of 60.571%.
- Many sponsors do not allow average rates.
- Instead, you should identify the Indirect Cost Base for each of the two rates.

We leave     A B     C     D E F     G     H     I     J     K     L     M     N     P       1     Start Date:     10/1/2025     NIH     Title: Malaria Project with UK     Title: Malaria Project with UK     The F&A D       Cavul Se 4/24     2     End Date:     9/30/2028     NIH     Title: Malaria Project with UK     The F&A D	etails tab o	on your
for a 4 Personnel Entereffort either in Person Months (top section) or % Time (bottom OR budget	template	Will
IOF d 5 Person Months * provide yo	u the brea	kdown.
moment. 7 $7$ $7$ $7$ $7$ $7$ $7$ $7$ $7$ $7$	no figuros	into 121
This is an 9 2 Bashi - Co-PI 11/12 CAL 122,000 Months 0.50 0.50 0.50 44% 5.545	le liguies	1110 424.
OP Budget         23         Personnel by %         % Time or Effort           0.0         24         1         LB Jeffries - PI (AY)         9/12         AY         133,620         % 20.0%         20.0%         3%         26,724		
ON DOUGET         25         2         Doyle - Postdoc         12/12         CAL         66,737         %         50.0%         50.0%         3%         33,369           To more late         26         3         GSR - TBD         12/12         CAL         80,260         %         62.5		
Template. 53 Total Salaries F&A Details tab:		
56 Benefits by Person UCPath CBR Group % % % % % Forms	Project Pe	eriod 1
58         2         Basishi - Co-Pl         Faculty, Acad, MSP, Safety         419/43.2         43.2/44.5         44.5/45.8           72         72         72         72         72         72         72         72         72         72         72         72         72         72         72         72         73         72         73         72         73         73         73         73         73         73         74		
73 1 LB Jeffries - PI (AY) Faculty, Acad, MSP, Safety 41.9/43.2 43.2/44.5 44.5/45.8 Request Budget	10/1/25 -	9/30/26
75 3 Grad and Undergrad 2/2.1 2.1/2.2 2.2/2.3 Base Type: MTDC		61.0%
103 Total Personnel Base	0	235,465
105 EQUIPMENT Indirect Costs		143,634
Total Equipment         Primate Center Rates:		
110 117 TRAVEL Internatio Primate Center Base		-
Initial control in the second per up     2x/year for Pi + 1x/year for postooc     Filling control in the second per up       119     Scientific conference in D.C.     Total Annual Requested Indirect	1	\$ 143,634
120 Total Internat		
128 Total Travel 7,500		
139     OTHER DIRECT COSTS       140     Materials and Supplies       Period 1		
< > Request F&A Details Personnel Reference +		
SF424 RR A Class sample: 21-0099 Apple PA-EO-777		
2		
RR Performance Sites		
1 8. GSR fee/tuition		
RR Other Project Information     9.     On Campus ✓		
□ III. On Campus V		
1 Total Other Direct Costs		
RR Budget		
1 G. Direct Costs Funds Require	sted (\$)	
2 Total Direct Costs (A thru F)	35,543	
3 H. Indirect Costs Note: Indirect Cost types are defined in the Institutional Profile, under the I	stitutions tab.	
Bring any profile changes into budget by refreshing Applica	nt Organization	
RR Subaward Budget Attachm	ested (\$)	
1 LOn Campus Org Research MTDC	2,700	
PHS 398 Cover Page Suppleme 2. On Campus Org Research MTDC < 61.000 6,043	3,686	
Total Indirect Costs	6.386	
Proposal Summary Cognizant Federal Agency HHS, Janet Turner (415) 437-7820	0,000	
Summary		
(Agency Name, POC Name, and POC Phone Number)		
Supporting Documents (Agency Name, POC Name, and POC Phone Number) I. Total Direct and Indirect Costs Funds Reque	sted (\$)	
Supporting Documents       (Agency Name, POC Name, and POC Phone Number)         I. Total Direct and Indirect Costs       Funds Reque         Proposal Management       Total Direct and Indirect Costs	sted (\$) 41.929	
Supporting Documents     (Agency Name, POC Name, and POC Phone Number)       I. Total Direct and Indirect Costs     Funds Requirement       Proposal Management     Total Direct and Indirect Institutional Costs (G + H)	sted (\$) 41,929	
Supporting Documents     (Agency Name, POC Name, and POC Phone Number)       Proposal Management     I. Total Direct and Indirect Costs       Permissions     J. Fee   Funds Reque	sted (\$) 41,929 sted (\$)	
Supporting Documents       (Agency Name, POC Name, and POC Phone Number)         Proposal Management       I. Total Direct and Indirect Costs         Permissions       J. Fee    Funds Require	sted (\$) 41,929 sted (\$)	•
Supporting Documents       (Agency Name, POC Name, and POC Phone Number)         Proposal Management       I. Total Direct and Indirect Costs         Permissions       J. Fee         Funds Reque         Image: Support of the second	sted (\$) 41,929 sted (\$)	•

When working with split rates:

Populate the first line with the **1st indirect cost rate and base**, then create a second line with the **2nd rate and base**.

Be sure the **Total Indirect Costs** matches the internal budget.

#### **Completing a Proposal (Proposal Summary)**

C 404 DD	RA class sample: 21-0099 Apple PA-FO-777
1	
2	Proposal Summary
RR Performance Sites	
1	Proposal Number
RR Other Project Information	Proposal Namber. Submission Type:
1	Sponsor Deadline: 05/03/2021 Submission Method: Please Select V O Application
RR Key Persons	Submission Date: Submitted By:
1	Award Number: Award Date: Contract Number:
RR Budget	Award Date.
1	
2	INVESTIGATOR DATA
4	
PHS Human Subjects and Clinic	PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION
1	Charlie Apple
RR Subaward Budget Attachm	
1	Position/Title: Professor Organization: The Regents of the University of California (Davis
PHS 398 Cover Page Suppleme	Department: Intl Med- Infectious Disease
1	Division: Med: Intl Med
2	Street1: Lawrence J. Ellison Ambulatory Care Center Street2: 4860 Y Street
PHS 398 Research Plan	City: Sacramento County: Sacramento
1	State: California V Zip Code: 95817.2307
Proposal Summary	Country: United States
Summary	
Supporting Documents	First Budget Period Effort
	Fax: Calendar Academic Summer
Proposal Management	Email: capple@ucdavis.edu 0.36 0.00
Permissions	
Routing & Approval	Status of PI: Please Select   Status Waiver Required? OYes ONo
	Signed Intellectual Property Waiver Attached? Yes No
Electronic Submission	
	Error (15) / Warning (3) / Info (0)     NIH     Final Review

#### Ignore the **Proposal Summary**.

It is not needed and can cause unnecessary confusion.

## **Completing a Proposal (Proposal Management)**

oposals List > 24-0354 Electrically cond	ductive hydrog	els for muscle regeneration	<b>₫₫ Pro</b>	posals	List							<b>~</b>	i 🖗 🥜
RR Key Persons	24-03	354 Electrically conductive hydr	ogels fo	r muscle	regener	ation							
<ul> <li>3</li> <li>4</li> <li>PHS Human Subjects and Clinic</li> <li>1</li> <li>PHS 398 Modular Budget</li> </ul>		Add user	List	Read	Write	Delete	Attach	Change Permissions	Add User	Remove User	Break Lock	Print	Su
1	*	Leach, Jonathan K. (jkleach@ucdavis.edu)											
RR Subaward Budget Attachme 1	*	Misewich, Sharon B (sharon23@ucdavis.edu)											
<ul> <li>PHS 398 Cover Page Supplemen</li> <li>PHS 398 Research Plan</li> <li>PHS Assignment Request</li> <li>1</li> </ul>	*	Solorio-Lopez, Alejandra (asolopez@ucdavis.edu)						۵					
Proposal Summary Summary Supporting Documents													
Proposal Management													
Permissions  Routing & Approval  Electronic Submission  Proposal History													
自 Export	Error (0) / W	/arning (0) / Info (0) NIH	_		~	_	_		_		Fin	al Revie	w

Proposal Management icons are found both at the bottom of the left column and in the top toolbar.

• With the **Permissions** icon, you can manage user access and permissions for this proposal.



- As noted earlier, SPO will usually submit the proposal on behalf of the university.
- The Proposal History icon simply lists all actions done to the proposal.
- We'll cover the Export icon in the following subawards section.

~

Error (0) / Warning (0) / Info (0) NIH

Routing & Approval

Proposal History
 Export

Electronic Submission

Final Review

Proposals List > 24-0354 Electrically con	ductive hydrogels for muscle regeneration 44 Proposals List	<u>ه</u>	The <b>Chain Icon</b> provides a
RR Key Persons	24-0354 Electrically conductive hydrogels for muscle regeneration		quick link you can send
1 RR Budget 1	Noposal Permissions		another user to more
2 3 4	Add user		quickly access the 424
PHS Human Subjects and Clinic	List Read Write Delete Attach Change Add Remove Break Print Su Permissions User User Lock		proposal.
PHS 398 Modular Budget	🛪 Proposal Quick Link - Google Chrome –	- 🗆	×
RR Subaward Budget Attachme     1	ucdavis-uat.cayuse424.com/1067//showProposalQuickLink.do?subsessionId=3&proposalId=1026761739		
PHS 398 Cover Page Supplement 1 2	S Proposal Quick Link		
<ul> <li>PHS 398 Research Plan</li> <li>1</li> <li>PHS Assignment Request</li> </ul>	For proposal: 24-0354 Electrically conductive hydrogels for muscle regenerat	ion	
1	http://ucdavis.cayuse424.com/1081/proposal.do?proposalId=1026761739		
Proposal Summary Summary Supporting Documents	To bookmark this proposal: Right-click the above URL, and select "Bookmark This Link"		
Proposal Management	Done		
Sermissions			
Routing & Approval			
Electronic Submission			
Proposal History			
Export .			
×	Error (0) / Warning (0) / Info (0) NIH  Final Review		

# **Exiting a Proposal**

eposals List + 24-0354 Electrically con	ductive hydrogels for muscle rege	neration	Proposals List		<b>≤</b> € <b>∕</b> €
RR Key Persons	Carbon Constraints Constraint	ductive hydrog bmission ils Take propo	gels for muscle regeneration n bosal lock? - Google Chrome		
1 PHS 398 Modular Budget RR Subaward Budget Attachme PHS 398 Cover Page Supplement PHS 398 Research Plan PHS Assignment Request Proposal Summary Supporting Documents Proposal Management	Electronic Submission          Submission Target       http         To submit this proposal election on this proposal. Your submit this proposal (Run         Validate Proposal       (Run         Submit to Grants.gov at	ucdavis     This     anot     Wou     disca	s-uat.cayuse424.com/1067/page <b>Take proposal lock?</b> <b>s proposal is currently loc</b> ther browser window or may uld you like to take the lock arding any unsaved change Take Lock Open Pro	cked by you - it may be o y not have been exited cor for this proposal in this se s in other windows? posal Read-only Cancel	/subsessio
<ul> <li>Permissions</li> <li>Routing &amp; Approval</li> <li>Electronic Submission</li> <li>Proposal History</li> <li>Export</li> </ul>	Error (0) / Warning (0) / Info (0)	NIH	<b>~</b>		Final Review

Always use the green arrows or the Proposal List link to exit an application to avoid locking it.

If locked, you will be asked Take proposal lock?

Do this only if you know someone is not possibly in the document and editing it at this time.

## Activity: Prepare a Proposal in Cayuse 424

- Login to Cayuse "sandbox" (UAT): <u>https://ucdavis-uat.cayuse424.com</u>
  - Username: amieadmin Password: training
- 1. Select Cayuse 424
- 2. Search for Opportunity: PA-HO-777 for R01 [NIH]
- 3. Select the green + symbol to begin proposal
  - Scenario details on next screen
- Helpful link: Institutional Information

## RFA: PA-HO-777 R01 [NIH]

Proposal Name: Cayuse SP Proposal # [use 25-5555] Apple PA- HO-777 R01 Project Title: Socio-ecological factors in Malaria transmission Sponsor Deadline: 1/7/25 (5pm local time) Project Dates: 5/1/2025 – 4/30/2027 Applicant Info: The Regents of the University of California (Davis)\* Sponsored Programs Office, 1 Shields Ave. Davis, CA 95616-5270

# Person to be Contacted/Authorized Representative: SPO Proposal Analyst Amie Admin.

1 Shields Ave. Davis, CA 95616-5270. 530-574-5555 <u>proposals@ucdavis.edu</u> & <u>aadmin@ucdavis.edu</u>

Location of activity: Lawrence J. Ellison Ambulatory Care Center 4860 Y St., Sacramento, CA 95817-2307 IRB Application #: 00004557, approved 10/10/24 If you're unable to access the UAT:

- Use actual Cayuse 424 (<u>https://ucdavis.cayuse424.com/</u>)
- Search for Opportunity: PA-20-272 (for R's)
- Proposal Name: 25-5555 Carter PA-20-272 (for training purposes)
- PI: Cameron Carter & Co-PI: Jeff Gibeling (you'll need to overwrite autopopulated salary/fringe)

Line Item	Year 1	Year 2 (+3%)	Total Project
Salary for Charlie Apple, PI – 3% Effort, 0.36 Person-Months (\$150,000 Calendar salary)	\$ 4,500	\$ 4,635	\$ 9,135
Salary for Gary Imaginary, Co-PI – 3% Effort, 0.27 Person-Months (\$130,000 AY salary)	\$ 3,900	\$ 4,017	\$ 7,917
Salary Total	\$ 8,400	\$ 8,652	\$ 17,052
Charlie Apple, PI Fringe Benefits	\$ 1,241	\$ 1,315	\$ 2,556
Gary Imaginary, Co-PI Fringe Benefits	\$ 1,626	\$ 1,727	\$ 3,353
Benefits Total	\$ 2,867	\$ 3,042	\$ 5,909
PERSONNEL TOTAL	\$11,267	\$11,694	\$22,961
MRI	\$25,000	\$ 0	\$25,000
EQUIPMENT TOTAL	\$25,000	\$ 0	\$25,000
TOTAL DIRECT COSTS	\$36,267	\$11,694	\$47,961
Indirect Cost Base	\$11,267	\$11,694	\$22,961
Indirect Costs (MTDC 61%)	\$ 6,873	\$ 7,133	\$14,006
TOTAL PROJECT COSTS	\$43,140	\$18,827	\$61,967

**IACUC Protocol:** A3433-01, approved 11/1/24 (bovine)

Other Project Info & Cover Page Supplement questions: Assume you need to check with PI

\* Full legal name is actually The Regents of the University of California, on behalf of its Davis campus

#### Answers:

Opportunities	Proposals	Routing	People	Institutions	Reports	More				
Proposals List × CLASS DEM	40 - DO NOT	EDIT - Apple PA-HO-7	777 R01 🛯 📢 Pro	posals List					les 🕹 🤣 🖋	• <b>1</b>   -
SF424 RR		🚺 🔗 CLASS DEM	D - DO NOT EDIT - A	pple PA-HO-777	R01					
1		APPLICATION FOR F	EDERAL ASSISTANC	CE 2.	DATE SUBMITTED		Applicant	t Identifier		^
2		SF 424 R&R								
RR Performance Site	-									
1	2			3.	DATE RECEIVED BY	STATE	State App	olication Identifier		
										_
KR Other Project Into	ormation	1. TYPE OF SUBMI	SSION	4.	a. Federal Identifier		b. Agency	Routing Number		
1		<ul> <li>Pre-application</li> </ul>	1							
RR Key Persons		Application					c. Previou	is Grants.gov Trac	king ID	
1		Changed/Corre	ected Application							
RR Budget		5. APPLICANT INF	ORMATION						<b>9</b>	
1						_			<b>**</b>	
2		Legal Name:	The Regents of the	University of Calif	fornia (Davis)		UEI:	TX2DAGQPENZ5	;	
3		Department:								
4		Division:								
PHS Human Subjects	and Clinical 1	Street1:	Office of Research S	Sponsored Progra	ms					
1		Street2:	1 Shields Avenue							
🗌 RR Subaward Budget	t Attachment	City:	Davis			Count	y/Parish:	Yolo		
1		State/Province:	California		v	Zip/Pos	tal Code:	95616-5270		
PHS 398 Cover Page	Supplement	Country:	Linited States		v			75010-5270		
1			United States		Ť					
2		Person to be contac	ted on matters involv	ving this applicatio	n				💥 🚍	
PHS 398 Research PL	an	Durfun	Cinet Man		N Galalla, N Ianaan	Lest Merrer		Cutter.		
1	an -	Prettx:	First Nam	le:	Middle Name:	Last Name:		Sumx:		_
1			Anie			Aumin				
Bronosal Summany		Position/Title:	Contracts & Grants	Analyst						
Summany		Street1:	1 Shields Ave							
Supporting Documents		Street2:								
sopporting socialities	-	City:	Davis			Count	y/Parish:	Yolo		
Proposal Management		State/Province:	California		~	Zip/Pos	tal Code:	95616-5270		
		Country:	Linited States		×					
Permissions			oniccustates							
Routing & Approval		Phone Number:		Fax Numb	er:	Er	nail:			
<sup>9</sup> Electronic Submission		530-574-5555				p	roposals@	ucdavis.edu		
2										-
DD Derformen er Site		6. EMPLOYER IDEN	NTIFICATION(EIN) o	r 7.TYPEO	F APPLICANT:	titution of Llinkov	Education			
KR Performance site	2	1-946036494-A1		Other (Sne	vistate Controlled Insi ecify):	utution of Higher	Education		•	
RR Other Project Info	ormation	8. TYPE OF APPLIC	ATION:	Small Busi	iness Organization Ty	pe				
1		Resubmission		Wome	en Owned 📃 Socially	and Economically	Disadvant	taged		
RR Key Persons		Renewal								
1		<ul> <li>Continuation</li> </ul>								
RR Budget		<ul> <li>Revision</li> </ul>								
1		If Revision, mark ap	propriate box(es).	9. NAME (	OF FEDERAL AGENC	Y:				
2		A. Increase Awa	ard	National I	Institutes of Health					
3		B. Decrease Aw	/ard							
4		C. Increase Dur	ation							
PHS Human Subjects	s and Clinical 1	🗌 D. Decrease Du	ration							
1		E. Other (specif	iy):							
RR Subaward Budget	t Attachment									
1		In this condition to the		40.04741				DED.		—
PHS 398 Cover Page	Supplement	agencies?	eing submitted to otr	03 855	OG OF FEDERAL DO	INESTIC ASSISTA	NCE NUME	DER:		
1		🔿 Yes 🔵 No		75.000	and lafe stimus D					
2		What other Agencie	es?	- ITTLE: All	ergy and infectious D	iseases kesearch				4
PHS 398 Research Pl	lan									
1										
		11. DESCRIPTIVE 1	TITLE OF APPLICAN	T'S PROJECT:						
Proposal Summary		Socio-ecological fa	ctors in Malaria tran	smission						
Summary					4	3 CONCRESSION				-
Supporting Documents	s	Start Date 05/01/3	2025		1.	nolicant CA-004	AL DISTRI			
		Ending Date 04/20	/2027		-	PENCENC CA 004				
Proposal Management		Linding Date 04/30								

1						
2	SF 424 (R	<b>&amp;R)</b> APPLICATION FOR F	EDERAL ASSISTANCE			Page 2
1						
RR Other Project Information	14. PROJECT D	DIRECTOR/PRINCIPAL INVES	TIGATOR CONTACT INFO	RMATION		🗯 🔅
1	Prefix:	First Name:	Middle Name	e: La	st Name:	Suffix:
RR Key Persons		Charlie		A	pple	
1 RR Budget	Position/Title	: Professor		Organization	ame: The Regents o	f the Univers
1	Department	Med: Intl Med- Hematolog	y & On			
2	Division	: Med: Intl Med				
3	Street1	: Lawrence J. Ellison Ambula	tory Care			
→ PHS Human Subjects and Clinical	Street2	: 4860 Y St				
1	City	: Sacramento		County/P	arish: Sacramento	
RR Subaward Budget Attachment	State/Province	: California		<ul> <li>Zip/Postal</li> </ul>	Code: 95817-2307	
1	Country	: United States	~			
PHS 398 Cover Page Supplement	Phone Number:	Fax Number:	Email:			
2	530-555-5555		capple@uc	davis.edu		
PHS 398 Research Plan	15. ESTIMAT	ED PROJECT FUNDING		16. IS APPLICA	ATION SUBJECT TO R	VIEW BY STATE EXECUTIV
1				ORDER 12372	PROCESS?	APPLICATION WAS MADE
ronosal Summary	a. Total Feder	al Funds Requested	61,967	a. YES 🔿 A	VAILABLE TO THE STA	TE EXECUTIVE ORDER 123
Summary	b. Total Non-	Federal Funds		ράτε.	ROCESS FOR REVIEW	UN:
Supporting Documents	c. Total Feder	al & Non-Federal Funds	61,967	b NO		
	d. Estimated	Program Income			ROGRAM HAS NOT BE	EN SELECTED BY STATE FO
roposal Management		-			EVIEW	
Permissions	17 By signing t	his application Leartify (1) to	the statements contained i	n the list of certifi	cations and (2) that th	e statements herein are true
Routing & Approval	complete and a	ccurate to the best of my kno	wledge. I also provide the r	equired assurance	es * and agree to comp	ly with any resulting terms if
Electronic Submission	accept an awar penalties, (U.S.	d. I am aware that any false, fi Code. Title 18. Section 1001)	ctitious, or fraudulent state	ements or claims i	nay subject me to crin	iinal, civil, or administrative
Proposal History		,				
Export	V ragree					
	* The list of certif	ications and assurances, or an In	ternet site where you may ob	tain thìs lìst, is cont	ained in the announcem	ent or agency specific instructio
1	II.					
2	1		Fina	al   Draft		
RR Performance Sites	18. SFLLL or	other Explanatory	Nofina	al No draft		Add Delete
1 DD Other Dreiert Information	Documentati	ion				
1						
RR Key Persons	19. Authorized	Representative 🐭 🖻				
1	Prefix: F	irst Name:	Middle Name:		Last Name:	Suffix:
RR Budget	A	Amie			Admin	
1	· · ·					
2	Position/ Title:	Contracts & Grants Analyst		Organization	The Regents of the	University of California (Dav
4	Department:	OVCR - Sponsored Programs				
PHS Human Subjects and Clinical	Division:	VC Research				
1	Street1:	1 Shields Ave				
RR Subaward Budget Attachment	Street2					
1	City	Davis		County/Parish	. Yolo	
PHS 398 Cover Page Supplement	*State/					
2	Province:	California	~	Zıp/Postal Code	95616-5270	
PHS 398 Research Plan	Country:	United States	~			
1	11					
	Phone Number:		Fax Number:		Email:	
roposal Summary	Phone Number: 530-574-5555	5	Fax Number:		Email: aadmin@ucda	vis.edu
Summan (	Phone Number: 530-574-5555 Signature of Au	uthorized Representative	Fax Number:		Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents	Phone Number: 530-574-5555 Signature of Au	uthorized Representative	Fax Number:		Email: aadmin@ucda D	vis.edu ate Signed
Summary Supporting Documents	Phone Number: 530-574-5555 Signature of Au	uthorized Representative	Fax Number:		Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management	Phone Number: 530-574-5555 Signature of Au	uthorized Representative	Fax Number:	l Droft	Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management Permissions	Phone Number: 530-574-5555 Signature of Au	uthorized Representative	Fax Number:	al   Draft	Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management Permissions Routing & Approval	Phone Number: 530-574-5555 Signature of Av 20. Pre-appli	uthorized Representative	Fax Number: Fina No fina	al   Draft al   No draft	Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management Permissions Routing & Approval	Phone Number: 530-574-5555 Signature of Au 20. Pre-appli	uthorized Representative	Fax Number: Fina No fina	al   Draft al   No draft 	Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management Permissions Routing & Approval Electronic Submission	Phone Number: 530-574-5555 Signature of Au 20. Pre-appli	uthorized Representative	Fax Number: Fina No fina	al   Draft al   No draft 	Email: aadmin@ucda	vis.edu ate Signed
Summary Supporting Documents Proposal Management Permissions Routing & Approval Electronic Submission Proposal History	Phone Number: 530-574-5555 Signature of Au 20. Pre-appli 21. Cover Let	uthorized Representative	Fax Number: Fina No fina No fina	al   Draft al   No draft  al   No draft	Email: aadmin@ucda	Add Delete

1	Project/Performance Site Location(s)							
2	Project/Performa	nce Site Primary Location				😂 💥		
RR Performance Sites	A Organization:	Organization: The Regents of the University of California (Davis)						
1	UEI:		<u> </u>					
RR Other Project Information	* Street 1:	Lawrence J. Ellison Ambulatory Care Center	-	Street2:	4860 Y St			
1	* City:	Sacramento	-	County/Parish:	Sacramento			
RR Key Persons	* State/Province:	California		, * Zip/Postal Code:	95817-2307			
1	* Country:	United States	~	_				
RR Budget	* Project/Performa	ance Site Congressional District: CA-007	_					
1	Othersites							
2	Other sites g	xpanu an/ <u>conapse an</u>				/		

1	RESEARCH & RELATED Other Project Information								
2 RR Performance Sites 1 RR Other Project Information 1 RR Key Persons 1	Are Human Subjects Involved?     Yes     If YES to Human Subjects     Is the Project Exempt from Federal regulation of the appropriate exemption     Exemption Number:     1 1 2 3     If no, is the IRB review Pending?     Ye     IRB Approval Date:     10/10/2024     Human Subject Assurance Number:     OC	No ulations? Yes  No number: 4 5 6 7 8 s No No No No No No No							
RR Budget  1  2  3  4  PHS Human Subjects and Clinical I	2.* Are Vertebrate Animals Used?   Yes   If YES to Vertebrate Animals   Is the IACUC review Pending?   Yes   IACUC Approval Date:    11/01/2024   Animal Welfare Assurance Number A	No No 3433-01							
1	3. * Is proprietary/privileged information inclu	* Is proprietary/privileged information included in the application? 🔿 Yes 💿 No							
<ul> <li>RR Subaward Budget Attachment</li> <li>PHS 398 Cover Page Supplement</li> <li>PHS 398 Research Plan</li> <li>1</li> </ul>	<ul> <li>4.a. * Does the Project have an Actual or Percentria in the second sec</li></ul>	4.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? Yes No     4.b. If yes, please explain:     4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No     4.d. If yes, please explain:     5.a. * Is the research performance site designated, or eligible to be designated, as a historic place? Yes No     5.b. If yes, please explain:							
Proposal Summary Summary Supporting Documents	6.a. * Does this project involve activities outsi 6.b. If yes, identify countries: 6.c. Optional Explanation:	de the U.S. or partnership with International Collaborators? O Yes 💿 No							
Proposal Management									
🔦 Permissions		Final   Draft							
Routing & Approval	7. Project Summary/Abstract	No final No draft 	Add Delete						
Proposal History Export	8. Project Narrative	No final No draft 	Add Delete						

1			RESEARCH & RELAT	ED Senior/Key Persor	Profile	^
2 RR Performance Sites			PROFILE - Project	Director/Principal Investigator		
1	🗉 🚨 Apple,	, Charlie - The Regents o	of the University of California	(Davis) - PD/Pl		***
RR Other Project Informat	on Prefix * Fi	rst Name	Middle Name	*La	st Name	Suffix
1	Ch	narlie		Ap	ple	
RR Key Persons	Position/Title	Professor		Organization Name	The Regents of the Ur	niversity of Califorr
RR Budget	Department	Med: Intl Med- Hem	atology & On			
1	Division	: Med: Intl Med				
2	* Street1	Lawrence J. Ellison A	Ambulatory Care	Courter/Parish	4860 Y St	
3	* State/Province	· Sacramento		* Zip/Postal Code	<ul> <li>Sacramento</li> <li>95817-2307</li> </ul>	
PHS Human Subjects and C	linical Country	United States		~	7501/230/	
1	* Phone Number		Fax Number		F-Mail	
🗌 RR Subaward Budget Attac	hment 530-555-555	55			capple@ucdavis.edu	
1	Credential, e.s	z., agency login: capple				
PHS 398 Cover Page Suppl	* Project F			Other Project Role Categ	prv:	
2			•			
PHS 398 Research Plan	Degree Type	<u> </u>				
1	Degree Year					
Drenesal Summany						
Summary						
Supporting Documents			Fin	al Draft		
Deserved Management	* Attach Bio	graphical Sketch	Nofin	al No draft		Add Delete
Permissions						
Routing & Approval	* Attach Cu	rrent & Pending	No fin	al No draft		Add Delete
<sup>4</sup> Electronic Submission	Support					
🖕 😜 Propos	als (S2S) Manage Key Pe	rsons — Mozilla Firefo	х		- 0	×
						_
U B	https://ucdavis-u	uat.cayuse424.com	/1067/showProposalP	age.do?subsessionId=(	)&url=/ 90% 었	=
~~~ .	Annage Dringing Importing	atar				Close
502	nanage Principal Investig	acor				Close
2 8	🕯 💥 Apple, Charlie - 1	The Regents of the Uni	iversity of California (Davis	6	Budget Periods: 🔽 1 🗸	2 ^
	Include Perf	ormance Site				
			Final Draft			
Biograp	nical Sketch		Nofinal Nodraft		Add Delete	
			I			
			No final No draft			
Current	& Pending Support				Add Delete	
Rol	e: PD/PI	~	Other Project Role Cates	ory:		
Ар	pointment type (months)	: Calendar: 12.00	Academic: Sumn	ner:		
٨	Budget Cal. A	cad. Sum.	Cal. Acad. Sum	Req. Fringe	Funds	
	salary S	alary Salary	Months Months Mon	ths Salary Benefits	Requested	~
	and 150,000		0.300	4,000 1,241	5,741	
	prd 2 154,500		0.360	4,635 1,315	5,950	~

1					PROFILE - Senio	or/Key Person		^
2 RR Performan	nce Sites	1 Senior/Key Pe	erson expand all / collapse	<u>a all</u>				Manage Key Persons
RR Other Pro	ject Information		ary, Gary - <b>The Regents o</b>	f the University of	California (Da	vis) - Co-PD/		*
RR Key Perso	ns	PI						
1		Prefix * Fir:	st Name	Middle	Name	+ Las	t Name	Suffix
RR Budget		Gai	ry .			Ima	ginary	
1		Position/Title:	Pretend Professor			Organization Name:	The Regents of th	e University of Califorr
2		Department:	Cinema & Digital Medi	ia				
3		Division:	IS: Arts & Humanities					
4		* Street1:	One Shields Avenue			Street2:		
PHS Human S	ubjects and Clinical 1	*City:	Davis			County/Parish:	Volo	
1		* State/Province:	California			* Zip/Postal Code:	95616	
RR Subaward	Budget Attachment	* Country:	Laited States				95010	
1	0	country.	United States		•			
PHS 398 Cove	er Page Supplement	* Phone Number		Fax Number			E-Mail	
1	an age supplement					8	;imaginary@ucdavi	s.edu
2		Credential.e.g	agency login: gimagina	ry				
PHS 398 Rese	earch Plan	er evennen, eig.	, ogene, rogingsmogne	.,				
1		* Project R	Co-PD/PI	~		Other Project Role Catego	ry:	
		Degree Type	PhD. How to Live Fores	ver				
Proposal Summar	v	Degree Vear:	1900	VCI				
Summary	,	Degree rear.	1,00					
Supporting Doc	cuments							
Proposal Manage	ment				Final	Draft		
S Permissions					Final	Draft		
		* Attach Biog	graphical Sketch		Nofinal	No draft		Add Delete
Routing & App	roval							
🏸 Electronic Sub	mission							
🖌 Proposal Histo	ry	* Attach Cur	rent & Pending		Nofinal	No draft		Add Delete
Export		Support	-					
	• D	)	Marilla Firster				г	
	Proposals (S2S	) Manage Key Per	sons — Mozilla Firefox				L	
	O A ≕ ht	ttps://ucdavis-u	at.cavuse424.com/1	1067/showPro	posalPage.d	lo?subsessionId=0	8/url=/ 90%	☆ =
			,,					~
	Manage	Key Person						Close
	~_~							
	A 🖬 💥	Imaginary, Gary -	The Regents of the Uni	versity of Califor	nia (Davis	B	udget Periods: 🔽	1 🔽 2
				Final Dra	ft			
			N		Inoff			
	Biographical Ske	tch	14		Irait		Add Delete	
	Current & Pendir	ag Support	N	lo final No	lraft		Add Delete	
	current or enan	Soupport.					The Dente	
	_							
	Role:	Co-PD/PI	× (	Other Project Rol	e Category:			
	Annalata	ant type (menth-)	Calendar	codemic: 0.00	Summer	00		
	Appointm	enc type (months):	Calendar: A	cademic: 9.00	summer:[3			
	👌 Buda	cal. A	cad. Sum.	Cal. Acad.	Sum. F	Req. Fringe	Funds	
	- Dudge	Salary Sa	alary Salary	Months Month	s Months S	Salary Benefits	Requested	
	prd 1	0 1	30,000	0.27		3,900 1,626	5,526	
	prd 2	0 1	33.900	0.270		4.017 1.727	5.744	
	F:	-						$\sim$

1 2	RESEARCH & RELATED BUDGET - SECTION A & B Budget Period 1 of 2 🗸 🔅 🕅 🔌
RR Performance Sites	/
1	UEI: TX2DAGQPENZ5
RR Other Project Information	
RR Key Persons	Budget Type:  Project Subaward/Consortium
1	Enter name of Organization: The Regents of the University of California (Davis)
RR Budget	Period 1 Start Date: 05/01/2025 Rd Date: 04/30/2026
1 2	
3	A. Senior/Key Persons in Budget Period 1 of 2
4	
1	First Mid. Last Project Base Salary Cal. Salary Acad. Salary Sum. Salary Cal. Acad. Sum. Requested Fringe
RR Subaward Budget Attachme	Pref. Name         Name         Suf. Role         (\$)         (\$)         (\$)         Mons         Mons         Salary (\$)         Benefits (\$)         Funds Req. (\$)           A         Charlie         Apple         PD/PI         150,000         0.360         4,500         1,241         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (\$)         5,741 (
1	Sary Imaginary Co-PD/PI 130,000 0 130,000 0.270 3,900 1,626 5,526
PHS 398 Cover Page Suppleme	Total Senior/Key Person 11.267
2	
PHS 398 Research Plan	B. Other Personnel
1	*Number of Cal. Acad. Sum. Personnel *Project Role Months Months Months *Requested Salary (\$) *Fringe Benefits (\$) *Funds Requested (\$)
Proposal Summary	Post Doctoral Associates
Summary Supporting Documents	
Supporting Socialities	Secretarial / Clerical
Proposal Management	
Permissions	
Routing & Approval	
<sup>9</sup> Electronic Submission	
Proposal History	
Export V	Total Number Other Personnel: Req. Salary Fringe Total Other Personnel
	On Campus v On Campus v Total Salary, Wages and Fringe Benefits (A+B) 11,267
1	RESEARCH & RELATED BUDGET - SECTION C, D, & E Budget Period 1 of 2 🗸 🗇 💹 🔌
Z RR Performance Sites	
1	UEI: TX2DAGQPENZ5
RR Other Project Information	
1	Budget Type:  Project Subaward/Consortium
RR Key Persons	
	Enter name of Organization: The Regents of the University of California (Davis)
	Period 1 Start Date: 05/01/2025 🔀 End Date: 04/30/2026
2	
3	C. Equipment Description
4	List items and dollar amount for each item exceeding \$5,000
1	
RR Subaward Budget Attachn	ne v
1	Prev Equipment Row
PHS 398 Cover Page Supplem	Indirect Cost Type Excluded V Total Equipment 25,000
1	D Travel
2 PHS 308 Persearch Plan	1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)
1	2. Foreign Travel Costs
	Indirect Cost Type On Campus ( > Total Travel Cost
Proposal Summary	E. Participant/Trainee Support Costs Funds Requested (\$)
Summary Supporting Documents	1. Tuition/Fees/Health Insurance
Supporting Botements	2. Stipends
Proposal Management	3. Travel
Permissions	4. Subsisterice
Routing & Approval	Number of Participants/Trainees Total Participant/Trainee Support Costs
Electronic Submission	Indirect Cost Type Excluded V
many and the second second second of 1941 1	

1 2	RESEARCH & RELATED	BUDGET - SECTION F - L Budget Pe	eriod 1 of 2 🗸	2 🔹	
RR Performance Sites					^
1	UEI: TX2DAGQPENZ5				
RR Other Project Information					
1	Budget Type:  Project  Subaward/Consortium	1			
RR Key Persons					
1	Enter name of Organization: The Regents of the Un	iversity of California (Davis)	4	×□	
RR Budget	Period 1 Start Date: 05/01/2025 M End Dat	e: 04/30/2026			
2					
3					
4	F. Other Direct Costs	Indirect Cost Type	Funds	Requested (\$)	
PHS Human Subjects and Clinic	1. Materials and Supplies	On Campus · Y			
1	2. Publication Costs	On Campus · Y			
RR Subaward Budget Attachme	3. Consultant Services	On Campus · Y			
1	4. ADP/Computer Services	On Campus · Y			
PHS 398 Cover Page Suppleme	Allocated IDC Base				
1	A Fourinment or Facility Pental/User Fees	Excluded V			
2	7. Alterations and Renovations	On Campus V			
PHS 398 Research Plan	8. GSR fee/tuition	Excluded X			
1	9.				
Proposal Summary	10.				
Summary	11.	Excluded V			
Supporting Documents	12.	Excluded V			
	13.	Excluded V			
Proposal Management	14.	Excluded V			
Nermissions	15.	Excluded V			
Routing & Approval	16.	Excluded V			
4 Electronic Submission	17.	Excluded V			
	т,	otal Other Direct Costs			
Proposal History	C Direct Costs		Eu	unds Dequested (\$)	
Export		Total [	Direct Costs (A thru F)	36,267	
RR Performance Sites	H. Indirect Costs				^
1	The monitory costs	Note: Indirect Cost types are defined Bring any profile d	in the Institutional Profile	e, under the Institutions tab. shing <b>Applicant Organization</b> .	
RR Other Project Information					
1 PB Key Persons	Indirect Cost Type	Indirect Cost Rate (%) Indire	ect Cost Base (\$)	* Funds Requested (\$)	
1	1. On Campus Org Research MTDC	× 61.000	11,267	6,873	
RR Budget	2.	×			
1	3	×			
2	4	×			
3			Total Indirect Costs	6,873	
4	Cognizant Federal Agency HHS, Janet Turner (41	5) 437-7820			
PHS Human Subjects and Clinic	(Agency Name, POC Name, and POC Phone Numbe	er)			
1 RR Subaward Budget Attachme	I. Total Direct and Indirect Costs	Total Direct and Indirect Inst	Fu	unds Requested (\$) 43.140	
1		Iotal Direct and mail cet inst			
1 PHS 398 Cover Page Suppleme	J. Fee	iota Di cer ala mancer inse	Fu	unds Requested (\$)	
1 PHS 398 Cover Page Suppleme	J. Fee		Fu	unds Requested (\$)	
1 PHS 398 Cover Page Suppleme 1 2	J. Fee K. Total Costs and Fee		Fu	unds Requested (\$)	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan	J. Fee K. Total Costs and Fee	Total Direct and indirect inst	Fu 	unds Requested (\$) unds Requested (\$) 43,140	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan 1	J. Fee K. Total Costs and Fee	Tot	Fu Fu al Costs and Fee (I + J)	unds Requested (\$) unds Requested (\$) 43,140	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan 1 Proposal Summary	J. Fee K. Total Costs and Fee	Tot	Fu Fu al Costs and Fee (I + J)	unds Requested (\$) unds Requested (\$) 43,140	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan 1 Proposal Summary Summary	J. Fee K. Total Costs and Fee	Total Direct and indirect inst	Fu Fu al Costs and Fee (I + J)	unds Requested (\$) unds Requested (\$) 43,140	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan 1 Proposal Summary Summary Supporting Documents	J. Fee K. Total Costs and Fee L. * Budget Justification (Only attach	Tot Final   Draft No final   No dra	Fu al Costs and Fee (I + J)	Inds Requested (\$) Inds Requested (\$) 43,140 Add Delete	
1 PHS 398 Cover Page Suppleme 1 2 PHS 398 Research Plan 1 Proposal Summary Supporting Documents	J. Fee K. Total Costs and Fee L. * Budget Justification (Only attach one file)	Final     Draft       No final     No dra	Fu Fu al Costs and Fee (I + J)	Inds Requested (\$) Inds Requested (\$) 43,140 Add Delete	

1 2	RESEARCH & RELATED BUDGET - SECTION A & B Budget Period 2 of 2 🗸 🔅 🕺
RR Performance Sites	
1 RR Other Project Information	
1	Budget Type:  Project  Subaward/Consortium
RR Key Persons	Enter name of Organization: The Regents of the University of California (Davis)
RR Budget	
1	Period 2 Start Date: 05/01/2026 Main End Date: 04/30/2027
3	A. Senior/Key Persons in Budget Period 2 of 2
4	
1	First Mid. Last Project Base Salary Cal. Salary Acad. Salary Sum. Salary Cal. Acad. Sum. Requested Fringe
RR Subaward Budget Attachme	Pret. Varine         Varine         Sulf. Kole         Sulf. Kol
1 PHS 398 Cover Page Suppleme	Gary         Imaginary         Co-PD/PI         133,900         0         133,900         0.270         4,017         1,727         5,744         Co-PD/PI
1	Total Senior/Key Person 11.694
2	B. Other Personnel
1	*Number of Cal. Acad. Sum.
Descende Communication	Personnel * Project Role Months Months Months * Requested Salary (\$) * Fringe Benefits (\$) * Funds Requested (\$) Post Doctoral Associates
Summary	Graduate Students
Supporting Documents	Undergraduate Students
Proposal Management	
Permissions	
Routing & Approval	
<sup>9</sup> Electronic Submission	
Proposal History	Indirect Cost Types for Sections A and B Above:
Export V	Total Number Other Personnel:     Req. Salary     Fringe     Total Other Personnel
	On Campus · V Intal Salary, Wages and Fringe Benefits (A+B) 11,694
1 2	RESEARCH & RELATED BUDGET - SECTION C, D, & E Budget Period 2 of 2 🗸 🗇 🔀 🔌
RR Performance Sites	
1	UEI: TX2DAGQPENZ5
RR Other Project Information	
1 RR Key Persons	Budget Type:  Project  Subaward/Consortium
1	Enter name of Organization: The Regents of the University of California (Davis)
🗹 RR Budget	
1	Period 2 Start Date: 05/01/2026 🖾 End Date: 04/30/2027
3	C. Equipment Description
4	List items and dollar amount for each item exceeding \$5,000
PHS Human Subjects and Clini	ic l
RR Subaward Budget Attachm	Mew Equipment Row
1	
PHS 398 Cover Page Suppleme	e Eurode Degruested (\$)
1	1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)
PHS 398 Research Plan	2. Foreign Travel Costs
1	Indirect Cost Type On Campus v Total Travel Cost
Proposal Summers	E. Participant/Trainee Support Costs Funds Requested (\$)
Summary	1. Turtion/Fees/Health Insurance
Supporting Documents	3. Travel
Proposal Management	4. Subsistence
Permissions	5. Other
Bouting C Approval	Number of Participants/Trainees Total Participant/Trainee Support Costs
In Routing & Approval	Indirect Cost Type Excluded V

1 2	<b>RESEARCH &amp; RELATED E</b>	BUDGET - SECTION F - L	Budget Period 2 of 2 🗸 🤃	2 🔌	
RR Performance Sites	H. Indirect Costs	Note: Indirect Cost types a	are defined in the Institutional P	rofile, under the Institution	ns tab.
RR Other Project Information		Dring di	ny profile changes into budget by	erresning Applicant Organiz	uuon.
1	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)	
RR Key Persons	1. On Campus Org Research MTDC	61.000	11,694	4 7,1	33
RR Budget	2.	·]			
1	3	·			_
2	4				
3		1 407 7000	Total Indirect Co	osts 7,1	33
PHS Human Subjects and Clinic	(Agency Name, POC Name, and POC Phone Numbe	r) r)			
1	I. Total Direct and Indirect Costs			Funds Requested (\$)	
RR Subaward Budget Attachme		Total Direct and Inc	direct Institutional Costs (G + H	i) 18	3,827
1 PHS 398 Cover Page Suppleme	J. Fee			Funds Requested (\$)	
1					
2	K. Total Costs and Fee			Funds Requested (\$)	
PHS 398 Research Plan			Total Costs and Fee (I +	18	827
1			Iotal Costs and I ce (I +		
Proposal Summary		Final	Draft		
Supporting Documents	L. * Budget Justification (Only attach	No final	No draft	Add De	lete
		CH & RELATED BUDGET -	 Cumulative Budget		•
1	REJEAN	CH& RELATED BODGET	Totals (\$)		^
RR Performance Sites	Section A, Senior/Key Person			22,961	
1	Section B, Other Personnel				
RR Other Project Information	Total Number Other Personnel				
1	Iotal Salary, Wages and Fringe Benefits (A+B)			22,961	
RR Key Persons	Section C, Equipment			25,000	
1	1. Domestic				
RR Budget	2. Foreign				
1	Section E, Participant/Trainee Support Costs				
3	1. Tuition/Fees/Health Insurance				
4	2. Stipends				
PHS Human Subjects and Clinical	3. Travel				
1	4. Subsistence				
RR Subaward Budget Attachment	6. Number of Participants/Trainees				
	Section E Other Direct Costs				
PHS 398 Cover Page Supplement	1. Materials and Supplies				
2	2. Publication Costs				
PHS 398 Research Plan	3. Consultant Services				
1	4. ADP/Computer Services				
	5. Subawards/Consortium/Contractual Costs				
Proposal Summary	6. Equipment or Facility Rental/User Fees				
Supporting Documents	7. Alterations and Renovations				
	8. Other 1				
Proposal Management	10. Other 3				
Permissions	11. Other 4				
Routing & Approval	12. Other 5				
4 Electronic Submission	13. Other 6				
Dramanal L'interne	14. Other 7				
<ul> <li>Proposal History</li> </ul>	15. Other 8				
🔁 Export	16. Other 9				
	17. Other 10				
Descent Commence	Section G, Direct Costs (A thru F)			47,961	
Proposal Summary	Section H, Indirect Costs			14,006	
Supporting Documents	Section I, lotal Direct and Indirect Costs (G + H)			61,967	
	Section J, ree Section K, Total Costs and Eco (L+ 1)				
Proposal Management	Section IC, Iotal Costs and Fee (I + 3)			61,967	

1		PHS 398 Cove	r Page Supple	ment	^			
2 RR Performance Sites 1 RR Other Project Information	Vertebrate Animals Section Are vertebrate animals euthanized? If "Yes" to euthanasia Is method consistent with American Vei If "No" to AVMA guidelines, describe me							
1 RR Key Persons 1 RR Budget					11.			
1 2 3 4 PHS Human Subjects and Clinical 1 1 RR Subaward Budget Attachment 1	2.*Program Income Section *Is program income anticipated during to Yes No If you checked "Yes" above (indicating the leave this section blank. *Budget Period *A 1. 2.	he periods for which the grant sup hat program income is anticipated nticipated Amount (\$)	oport is requested? ), then use the format *Sour	t below to reflect the amount and s	source(s). Otherwi			
<ul> <li>PHS 398 Cover Page Supplement</li> <li>2</li> <li>PHS 398 Research Plan</li> <li>1</li> </ul>	3. Human Embryonic Stem Cells Sectio * Does the proposed project involve hur If the proposed project involves human grants.nih.gov/stem_cells/registry/curre Or, if a specific stem cell line cannot be r Cell Line(s): Specific stem cell line c	n nan embryonic stem cells? O Ye: embryonic stem cells, list below th <u>int.htm</u> . 'eferenced at this time, check the l annot be referenced at this time. C	s  No ne registration number box indicating that or Dne from the registry	er of the specific cell line(s) from th ne from the registry will be used: will be used.	ne following list: <u>ht</u>			
Proposal Summary	1. 5	1.	101.	151.				
PHS Human Subjects and Clinical 1 RR Subaward Budget Attachment 1	50.     10       4. Human Fetal Tissue Section     * Does the proposed project involve hur	0.	150.	200. Yes 💿 No	_			
<ul> <li>PHS 398 Cover Page Supplement</li> <li>1</li> <li>2</li> <li>PHS 398 Research Plan</li> <li>1</li> </ul>	If "Yes" then provide the HFT Compliance Assurance:	No	Final   Draft final   No draft 		Add Delete			
Proposal Summary Summary	If "Yes" then provide the HFT Sample IRB Consent Form	No No	final No draft		Add Delete			
1		PHS 398 Cover Pa	ige Supplemei	nt - 2				
2 RR Performance Sites 1 PD Other Paris 11 (1) (1)	5. Inventions and Patents Section (for R * Inventions and Patents: Yes N If the answer is "Yes" then please answe * Previously Reported: Yes No	Renewal applications) o r the following:						
<ul> <li>RR Other Project Information</li> <li>RR Key Persons</li> <li>RR Budget</li> <li>2</li> <li>3</li> </ul>	Change of Investigator / Change of In Change of Project Director / Princip Name of former Project Director/Princi Prefix: * First Name: Change of Recipient Organization * Name of former organization:	nstitution Section Dal Investigator pal Investigator: Middle Name:		* Last Name:	Suffix:			

1	PHS 398 Research Plan		^
RR Performance Sites	Please attach applicable sections of the research plan belo	w.	
1 RR Other Project Information			
1		Final Draft	
RR Key Persons	0. Composite 🔋	No final No draft	Add Delete
RR Budget			
2	1. Introduction to Application	No final No draft	Add Delete
3 4			
PHS Human Subjects and Clinical 1 1	2. Specific Aims	No final No draft	Add Delete
RR Subaward Budget Attachment			
1 PHS 398 Cover Page Supplement	3.* Research Strategy	No final No draft	Add Delete
1			
PHS 398 Research Plan	4. Progress Report Publication List	No final No draft	Add Delete
1			
Proposal Summary Summary			
Supporting Documents			
Proposal Management	Other Research Plan Sections	Final Draft	
Permissions	5. Vertebrate Animals	No final No draft	Add Delete
Routing & Approval Flectronic Submission			
<ul> <li>Proposal History</li> </ul>	6. Select Agent Research	No final No draft	Add Delete
🔁 Export			
	7. Multiple PD/PI Leadership Plan	No final No draft	Add Delete
	8. Consortium/Contractual	No final No draft	Add Delete
1	Arrangements		
RR Key Persons 1	9. Letters of Support 🕜	No final No draft	Add Delete
RR Budget	(learn about appending attachments)		
1 2	10. Resource Sharing Plan(s)	No final No draft	Add Delete
3 4			
PHS Human Subjects and Clinical 1	11. Other Plan(s)	No final No draft	Add Delete
RR Subaward Budget Attachment			
1 PHS 398 Cover Page Supplement	12. Authentication of Key Biological	No final No draft	Add Delete
1	and/or Chemical Resources		
∠ ✓ PHS 398 Research Plan			
1	13 Annendiy (if annlicable)	Final Droff	
Proposal Summary			
Supporting Documents		No final No draft	(Add) (Delete)

Propos	sals (S2S)									💄 Perr	y King 🔻
Opportunities	Proposals	Routing	People Ir	stitutions	Reports	More				+ Create Proposal	🖹 Import
Proposals List											
Show All	Search										?
Recently Viewe	d									Expand All / G	Collapse All
25 🗸	Page 1 of 1	н о 🖶								Displaying 1	to 2 of 2 items
	Proposal 🔺			Title			PI	Modified	Туре	Deadline	
<b>S</b>	R 18-3358 Optimizing	g Irrigation for Sust	ainable Production of A	m Optimizing Irrigati	ion for Sustainable Pro	duction of Almonds, Apples a	Shackel, Kenneth	04-12-2023	Specialty Crop Research Initiative Requ	est for P 12-08-2017	B 🗙
<b>N X F</b>	R 24-0147 - Anthony	Karnezis - DoD		Role of TP53 P72R	SNP in high-grade se	rous carcinoma	Karnezis, Anthony	07-21-2023	DOD Ovarian Cancer, Pilot Award	07-21-2023	5 X

As described earlier, when UC Davis is a subrecipient on another institution's proposal, start the subaward proposal by clicking + **Create Proposal**.

- The reason for this is that the prospective subaward will not be found under Opportunities.
  - Opportunities lists Federal public funding announcements.

When you click + Create Proposal, this pop-up will appear.

• Select either Research Subaward Proposal or Training Subaward Proposal, then click Create.

🛹 Create Proposal - Google Chrome —		×							
■ ucdavis.cayuse424.com/1081/pages/createProposalInit.jsp?subsession	nld=1								
Create Proposal									
○ Grants.gov									
Proposals for federal opportunities downloaded from and submittable to Grants.gov.									
O Other Proposal									
Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.									
O Research Subaward Proposal	٦								
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the 424 RR Budget.									
O Training Subaward Proposal									
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the PHS 398 Training Budget.									
Create Cancel	_								

The next pop-up to appear is similar to the one you see when you start a proposal from the **Opportunities** list.

- Subaward Name: In addition to • items already suggested for Proposal Name, add the prime sponsor.
  - Example: 24-5555 Apple UCLA NIH
- Organization: Select the organization from a list.
  - If your organization is not yet listed, leave it blank and email

**Create New Subaward** Subaward Name: Organization: Please select. ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 Please select. # of Budget periods: Please select. NIH Due Date: CDC FDA Validation Type: Please select. ~ SAMHSA AHRQ USU Create Subaward Cancel

NIST

NOAA HRSA

NIFA CDMRP

NASA

HHS - Other NSF

NSF Program Solicitation

Other Federal Agency Other - Minimal

ORCayuseHelp@ucdavis.edu to ask it be added.

- In your email, include all the info you have about the subawarding organization.
- Validation Type: This can auto-populate based on the organization.
  - If not, select the most appropriate entry.
- Click Create Subaward.

?

v

Proposals List > Rutgers University subav	ward d Proposals List	<ul> <li>(4) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2</li></ul>
RR Performance Sites	🔝 🔗 Rutgers University subaward	
1 RR Key Persons	Proposal Export	
RR Budget	Enter a name for the exported file:	Rutgers University subaward, cayuse
4 Proposal Summary Summary	Validate (Run final validation che	ks - recommended.)
Supporting Documents Proposal Management Permissions Routing & Approval Proposal History Export	<ul> <li>The list of for</li> <li>Especially hel proposal as a</li> <li>If the Prim save them</li> </ul>	ns on the left is typically shorter for a subaward than for other proposals. oful for subawards, the <b>Proposal Export</b> icon allows you to export the '.cayuse" file. Applicant organization also uses Cayuse 424, sending them a ".cayuse" file will from having to cut-and-paste the details into their proposal (to the sponsor).
	Error (11) / Warning (0) / Info (0) N	Final Review

#### **Professional Profiles Overview**

#### All Cayuse users need a Professional Profile:

- PIs, Co-PIs and senior personnel
- Anyone who prepares/assists with preparing proposals
- Anyone who approves IPFs:
  - Unit heads (Role: IPF Approver), Pre-Award Spending Approvers
- Anyone who needs access to proposals, awards and subawards in Cayuse SP

#### Professional Profiles include details that import into Cayuse SP IPFs and Cayuse 424 proposals:

- Appointment Information
  - o Default home unit, appointment type and contact information
- Budget Information
  - Salary and benefits codes
- Cayuse Role
  - PI anyone who may be added to a proposal as an investigator
  - Assistant anyone who may help prepare a proposal

#### All users should verify the accuracy of their Professional Profiles.

- A wrong unit affiliation can hold up the routing of an IPF for approvals.
  - You <u>can</u> change the unit and other information on a proposal-by-proposal basis in both Cayuse SP and 424.
- Improve the accuracy of budget calculations by keeping salary and appointment information current.

To prevent duplications, **do not create a Professional Profile for someone else** (unless for someone not at UCD whom you have searched for with spelling confirmed).

#### How to Check a Professional Profile



## **Cayuse Research Suite**

3.9.2

**Research Administration Modules** 

Cayuse SP (Sponsored Projects)
 Cayuse 424

#### System Administration Applications

- Backbone
- Research Contacts
- Events

#### Application Help

Research Suite Support Center

Select Cayuse 424 on the Cayuse front page (https://ucdavis.cayuse424.com/)

Proposals	Proposals (S2S)									
Opportunities	Proposals	Routing	People	Institutions	Reports	More	+ Create Proposal			
Proposals List										
Show All Recently Viewed	Search						Expand All / Collapse All			

On the Cayuse 424 top toolbar, select **People**.

Proposals	Gary Imaginary							
Opportunities	Proposals	Routing	People	Institutions	Reports	More		+ Person
People								_
imaginary @ The Regents of Show All Recently Viewed: 3 p	Search the University of Cali people	fornia (Davis) - UC	Davis			~		
? <u>Apple, Charlie</u>								

The first step is always to confirm whether a Professional Profile already exists.

- 1. Look under **Recently Viewed**. If there, just click on name to open the profile.
- 2. If name not there, enter last name in search field
- 3. To speed the search, click on All Institutions and select The Regents of the University of California (Davis)
- 4. Then click **Search**.

Proposals	Proposals (S2S)									
Opportunities	Proposals	Routing	People	Institutions	Reports	More	+ Person			
People										
imaginary @ The Regents of	Search the University of Cal	ifornia (Davis) - UC	Davis			~				
Search Results: 1 per ? Imaginary, Gary	rson									

If the Professional Profile already exists, it will appear in the **Search Results**, and you can simply click on the name.

• If no name, search again by a different spelling or by all institutions.

Proposals	(S2S)						Gary Imaginary
Opportunities	Proposals	Routing	People	Institutions	Reports	More	+ Person
People							
imaginary @ The Regents of	Search the University of Cal	ifornia (Davis) - UC	Davis			~	
Show Recently View	ved   Show All						
Search Results: 1 per	son 📮						

If the name still doesn't appear, a Professional Profile will need to be created.

• Never create a profile for someone at UC Davis.

To add UC Davis personnel, email request to <u>orcayusehelp@ucdavis.edu</u>. Include this information:

- First and last name
- **Kerberos username** (*if known; can differ from email address*)
- Department
- **PI status:** will they be submitting as PI at some point, Yes or No?

• UCD email address

Note: Added personnel will not have access to **Cayuse SP** until an overnight update takes place.

Proposals	(S2S)							Gary Imaginary
Opportunities	Proposals	Routing	People	Institutions	Reports	More		+ Person
People								
imaginary	Search		<b>D</b> :				1	
@ The Regents of	the University of Cal	lifornia (Davis) - UC	Davis			~	J	
Search Results: 1 per	son 📮							

To add someone into Cayuse who isn't at UC Davis, such as a PI at a subrecipient institution, click

- + **Person** and follow the prompts.
  - When assigned role of **PI**, this individual will immediately be able to be selected and added to a Cayuse 424 proposal.
    - This individual will not, however, have appropriate permissions to access the UC Davis Cayuse Research Suite.

#### **Activity 2: Your Professional Profile**

Login to Cayuse as yourself (Actual Cayuse, not UAT): https://ucdavis.cayuse424.com

- Use your Kerberos login & passphrase
- Select Cayuse 424
- Select People tab in top toolbar

Find Your Professional Profile in the **People** tab:

- 1. Enter your **last name** in the search field.
- 2. Change the Institution to **The Regents of the University of California (Davis) UC Davis**.
- 3. Select Search.
- 4. **Select your name** if it is on the list and make any needed updates.

If you do not have a **Professional Profile** you will be unable to log into Cayuse.

In this case, email <u>ORCayuseHelp@ucdavis.edu</u> to request a Profile and provide the following information:

- First Name:
- Last Name:
- Kerberos username (if known):
- UC Davis Email address:
- Dept:
- PI status (Will you be submitting as PI at some point (Yes/No)):

Permissions			
eople » Imaginary, Gary			Sermissions
Professional Profile: Imaginary, Gary     General Personal Information   Degrees Demographics Biosketches I Institutional Association UC Davis (Cinema & Digital Media) Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site Conting Profile	Name Ren  Prefix:	Let's start with <b>Permissions</b> in the top right. Use <b>Permissions</b> to assign another person access to your own Professional Profile. • You cannot update <b>Permissions</b> when viewing someone else's profile.	

	🔭 Add S	ecurity Principal - Google Ch	rome —		×			
Poople » Imaginany Gany » Permiss	🗎 ucd	avis-uat.cayuse424.com/	1067/showPrincipalsList.do?subse	ssionl	Ð			
<u>reopie</u> » <u>imaginary, Gary</u> » Permiss	Add s	Security Principa	I	clos	e	<b>`</b>		
≼ Permissions for Pro	obelle Show A	iro	Search					
Add user	Select (	<i>lsers</i> below to provide a <b>ly Used:</b> 2 principals	ccess to this Professional Profile.					
	Туре	User	Profile Name			missions	Add User	Remove User
💥 Imaginary, G	Ŭ	Gary Imaginary	Imaginary, Gary		1			<b>~</b>
					1			

To add permissions:

- Click Add user
- In pop-up, type **last name** of individual to receive permissions
- Click Search. Then click on name in search results.

People » Imagina	People » Imaginary, Gary » Permissions												
🔦 Per	missio	ns for Professional Profile: I	mag	inar	y, Ga	iry							
Add user													
			List	Read	Write	Delete	Autofill	Change Permissions	Add User	Remove User			
	*	Imaginary, Gary (Gary Imaginary)		<									
	*	Obelleiro, Kassie M (kassie@ucdavis.edu)		<		<b>Z</b>							

- Click checkboxes to add/remove permissions
- Or click red X to remove an individual
- When ready to return to profile, click **Profile** in the top right

#### Name Field



#### **Demographics Field**



#### **Biosketches & Institutional Association**



- If the wrong department is listed, do not click the red X.
  - Clicking the red X will remove the individual's association with UC Davis.
    - Instead, change the department in the **Dept / Division / Title** tab (to be seen soon)

# **Contact Info**

Professional Profile: Imaginary, Gary General Personal Information Name Degrees Demographics Biosketches 1 Institutional Association UC Davis (Cinema & Digital Media) Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site @ Routing Profile	UC Davis (Cinema & Digital Media) Contact Info Street 1: One Shields Avenue Street 2: City: Davis State/Province: California V Zip/Postal Code: 95616 County: Yolo Country: United States V Phone: Fax: Email: gimaginary@ucdavis.edu	Enter the individual's workplace contact info, no where the project work is to be performed. • That goes under Performance Site below

# eRA Role

Pe

ople » Imaginary, Gary		식 Permissions
Professional Profile: Imaginary, Gary	*	
General Personal Information Name Degrees Demographics Displaytables	UC Davis (Cinema & Digital Media) eRA Role Role(s):  Principal Investigator Assistant	<b>This section is important.</b> Select <b>Principal Investigator</b> if the individual is to
1 Institutional Association 🔹	Administrative Official Signing Official / "AOR" Payee	<ul> <li>be added to a Cayuse 424 proposal.</li> <li>If Principal Investigator is not selected, their name will not appear when searched for in</li> </ul>
Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet		Cayuse 424.
Performance Site		All others should select <b>Assistant</b> . • The other roles are greyed out and are for
		Sponsored Programs Office staff.

# Dept / Division / Title

People » Imaginary, Gary				🍕 Permissions
Professional Profile: Imaginary, Gary General Personal Information Name Degrees Demographics Biosketches LInstitutional Association	UC Davis (Cinema & Dig Department / Department:	ital Media) / Division [Select Divisi Ode 040331	/ Title ion and Department] Title Cinema & Digital Media	V
WC Davis (Cinema & Digital Media)         Contact Info       eRA Role         Dept / Division / Title ▶       Salary and Fringe Worksheet         Performance Site       @ Routing Profile	Position/title: NASA Is this appoint If yes, select Is this appoint	Tretend Profe	essor  byee of the U.S. Government?  at agency:  v  v	

- If needed, search for and select an updated Division and Department
- You can also add the individual's **Position/title**
- Ignore the NASA section

## Salary and Fringe Worksheet

Deople » Imaginary, Gary		🔦 Permissions
Professional Profile:       Imaginary, Gary         General Personal Information       Name         Degrees       Demographics         Biosketches       Institutional Association         Institutional Association       Imaginary         VC Davis (Cinema & Digital Media)       Contact Info         Contact Info       Performance Site         Imaginary Markets       Performance Site         Imaginary Markets       Performance Site	UC Davis (Cinema & Digital Media) Salary / Appointment type Employee ID: 5555555 Appt Type: Months Salary Calendar:	<ul> <li>Manually enter details here to auto-populate into Cayuse 424 proposals.</li> <li>Of course, entries can grow out-of-date, so always double-check auto-populated info.</li> </ul>

#### **Performance Site**

Davis (Cinema & Digital Media) Prformance Site Active Fill from Contact/ Organization Name: The Regents of the University of a Street 1: One Shields Avenue Street 2: City: Davis State/Province: California Zip/Postal Code: 95616 County: Yolo Country: United States Organization UEI: Organization DUNS: 047120084	A/Org Info Enter the primary local where project work will performed. If same as Contact select Fill from Contact/Org Info. Click Active
	Organization Name:       The Regents of the University of Street 1:         One Shields Avenue         Street 2:         City:       Davis         State/Province:       California         Zip/Postal Code:       95616         Country:       Volo         Country:       United States         Organization DUNS:       047120084         Congressional District:       CA-004

#### **Routing Profile**



## Resources

#### **Contact Us**

Let us know how we did: https://ucdavis.co1.qualtrics.com/jfe/form/SV\_0N7ipLAZI1yT8TI

Shanna Nation Jose Proposals Team Analyst Tel: 530 754 8318 Email: <u>snation@ucdavis.edu</u> Perry King Training Officer Tel: 530 304 8137 Email: <u>pking@ucdavis.edu</u>

#### 424 Resources

- 1. Learn: Cayuse 424 page
  - 1. Written materials:
    - 1. <u>Cayuse 424 Tips</u> 1-page list of Cayuse 424 reminders & tips for department administrators
    - 2. <u>Setting up Your Cayuse Professional Profile</u> 12-page document with screenshots on setting up your professional profile in Cayuse 424
    - 3. <u>Cayuse 424 User Guide</u> Comprehensive (but outdated) 136-page document on all aspects of Cayuse 424 usage.
      - 1. Cayuse will not be publishing an updated user guide. They are instead using the Cayuse Help Center (free account required).
  - 2. YouTube videos:
    - 1. Note: if a video doesn't start on the first try, refresh the video and it should then work.
      - 2. <u>How to Prepare a Cayuse 424 Proposal</u> YouTube video short (12:33)
    - 3. <u>Managing Professional Profiles</u> YouTube video short (10:25)

#### **Common Acronyms**

- AMRC: Anatomic Materials Review Committee
- BAA: Broad Agency Announcement
- BUA: Biological Use Approval
- CGA: Contracts and Grants Accounting
- **COI:** Conflict of Interest
- eRA: Electronic Research Administration
- F&A: Facilities & Administrative rates, aka indirect cost rates
- FOA: Funding Opportunity Announcement
- IACUC: Institutional Animal Care and Use
   Committee
- ICR: Indirect Cost Rate
- IDC: Indirect Costs
- IPF: Internal Processing Form (Cayuse SP "proposal")

- IP: Intellectual Property
- IRB: Institutional Review Board (Human Subjects)
- **PHS:** Public Health Service
- PI: Principal Investigator
- RCR: Responsible Conduct of Research
- RECO: Research Ethics and Compliance Office
- **RFA:** Request for Applications
- **RFP:** Request for Proposals
- **RPPR:** Research Performance Progress Reports
- SBIR: Small Business Innovation Research
- SPO: Sponsored Programs Office
- STTR: Small Business Technology Transfer

#### **SPO Contacts & Links**

- Proposals: proposals@ucdavis.edu
- Awards: <u>awards@ucdavis.edu</u>
- Subawards: <u>subawards@ucdavis.edu</u>
- Closeouts: <u>closeouts@ucdavis.edu</u>
- eRA Help: <u>SPOeRAhelp@ucdavis.edu</u>
- Cayuse Help Desk: <u>ORCayuseHelp@ucdavis.edu</u>
- Training: <u>SPOTraining@ucdavis.edu</u>
- Negotiations: <u>OR-SPO-Negotiation-Team@ad3.ucdavis.edu</u>
- SPO Contact Us webpage
- <u>Sponsored Programs Office (SPO)</u>
- <u>SPO Proposal and Award Learning Resources</u>

#### **SPO Office Hours & Training Opportunities**

**SPO Office Hours:** Bring your questions and join our knowledgeable staff for guidance and training on preparing and submitting proposals for extramural funding.

 Drop in via Zoom the 1st Thursday of each month between 10 and 11am https://ucdavis.zoom.us/j/96045587567?pwd=MnVMTXN5SDRuM0RITzIKUjNmdjI5Zz09

All SPO training opportunities at <a href="https://research.ucdavis.edu/research-support/proposals/spo-proposal/spo-training/training-opps/">https://research.ucdavis.edu/research-support/proposals/spo-proposal/spo-training/training-opps/</a>

#### **Research Administration Forum**

Forum for department research administrators to:

	Hear updates	Ask questions	Provide feedback
Sponsored Contracts and	Programs Office (SP) Grants Accounting (	O) CGA)	IRB Administration
Research Ethics ar	nd Compliance Office	e (RECO)	Technology Transfer

### Join via <u>Zoom</u> 4th Wednesday of each month ( Jan – Oct) 8:30 am

Access videos of previous forums and related materials on the Forum webpage

#### **Office of Research Listservs**

#### Contracts & Grants (OVCR-cg) listserv

- The primary mechanism for informing the campus community of the latest research administration news.
- Click this link to subscribe (UC Davis emails)

#### SPO Cayuse info listserv

- Cayuse SP and 424 info and announcements, as well as training opportunities from the Sponsored Programs office.
- Click this link to subscribe (UC Davis emails)

Other Office of Research Listservs

## UC Learning Center classes

SPO offers classes individually or as a series:

- Research Administration Certificate Series (RACS)
- eRA Train the Trainer Certificate Series
- Individual classes (under "Grants and Sponsored Programs")

#### Thank you!

Follow SPO on <u>X</u> and <u>YouTube</u>!

# Addendum

### How to Pull Content from Cayuse SP to Paste into 424

Most folks already have their proposal content in place, but we include this process in case it's helpful.

Method 1 (of 2):

- Use two browser screens, one open to Cayuse SP and the other to Cayuse 424. Cut-and-paste from SP into 424.
  - Upside: You can easily copy written text
  - **Downside**: You <u>have to</u> navigate through all the tabs in the left column to find the content you're looking for.
- To access your proposal in Cayuse SP:
  - 1. From Proposal Dashboard, select My Proposals
  - 2. Select Submitted Proposals
  - 3. Search for your Proposal
  - 4. Click on Prop No
  - 5. Then, either click on **View IPF** or on the **Proposal number** up top.



#### Method 2:

# Print the entire Cayuse SP proposal as a PDF to reference while populating Cayuse 424.

- Upside: All info in one place makes it easier to find. You can use CTRL+F to search for text.
- **Downside**: Need appropriate Adobe product to be able to copy text, and text copied from PDFs sometimes formats strangely.
- To do this:
  - 1. In Cayuse SP, find your IPF (see screenshots)
  - 2. Click on the PDF icon 🛸



Insubmitted Pro	oposals S	Submitted Proposals							
Below is a list	of submitted	proposals you initia	ated or on which you are listed.						
Submitted									
Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Status	Flags	
Search	Search	Search	Search	Search	Search	Search	Search	Search	
03/18/2022	<u>22-0025</u>	Gary Imaginary	12-2-22 Imaginary NIAID	NIH National Institute of Allergy and Infectious Diseases (NIAID)	12/02/2022	Owner	Funded	<u>c</u>	CORX 🔁
	100	0025 Pasia asalas	feet factors in Malaria transmissio		5	Di Imaninany Gany Dava	1.461		

# Sample first page of PDF

#### The Regents of the University of California (Davis) - UC Davis \*16647\*

Internal Processing Form - Application for Grant, Contract, or Cooperative Agreement

Propertiel No.	22-0025		Sport	our Deadli	NE.	12/02/2022 5:00 PM	Pacific
Perunt Project:	A23-0015		Clinic	al Triale		No	
Proposal Type:	New		Electr	eest:		Yes (Cayuse 424)	
Instrument Type:	Grant		Prima Conto	ry Admini	istrative	Amie Admin	
Admin Unit	061821 × O	VCR - Sponsored Progra	ams Attai	nad cînasîtate	6		
Punding Agency	NIH Nation Infectious D	al Institute of Allergy and liseases (NIAID)	t and	Funded:	No Ar	15w07	
Sponsor Program Name	National In-	stitutes of health NAIAD	Curto Paras	int es	Amie	Admin	
Opportunity/Spansor Number	NIH NIAID	PA-19-077	Conta	ot Phone:	530-5	74-5555	
Prime Agency:	NIH Nation Infectious D	al Institute of Allergy and liseases (NIAID)	5 Conto	ct Emáil:	aadmi	n@ucdavis.edu	
Project Title							
Socio-ecological fac	ctors in Mala	ria transmission					
Investigators/Resi	earch Team						
Gary Imaginary - L	eed Principa	l Investigator					
Spermered Ethers: 3%		Cost Shared Ethant, 0%	Parao	Monthal	0.36	Altocatio	n of Credit: 100%
Dept.No. 040331		Dept: Cinema & Digital M	Media				
Budget							
Load Pt	Gary Imagin	ary	Spannar	NIH Nat (NIAID)	tional Ir	stitute of Allergy and	Infectious Diseases
Budget Form Type:	Summary						
# of Budget Periods:	1						
Contentents							
		P	roject Dates:		Cu	rrent Period	Total Projec
			Biart			01/01/23	03/01/23
			find			12/31/26	02/28/2
Cost Sharing							
Doos this proposal	include fund	is or contributions in the	form of require	d cost s	haring	or required cash mat	ching?
Does this proposal						and the best stand and in the	target cost sharing f
For Internal Cost 5 the Period and the	Sharing: ple en for Projec	ase select "Inti Cost Sh It Total and upload the	cost sharing c	ommitm	er the let	ter(s) in Proposal At	itachments.