

# 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: [SPO Key Terms](#) (*abbreviations and definitions*)

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

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# Proposal Submission Process

## 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

- **PIs and Co-PIs certify** proposal
- **Dept Head** (Chair or Director) **authorizes** it
  - **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:

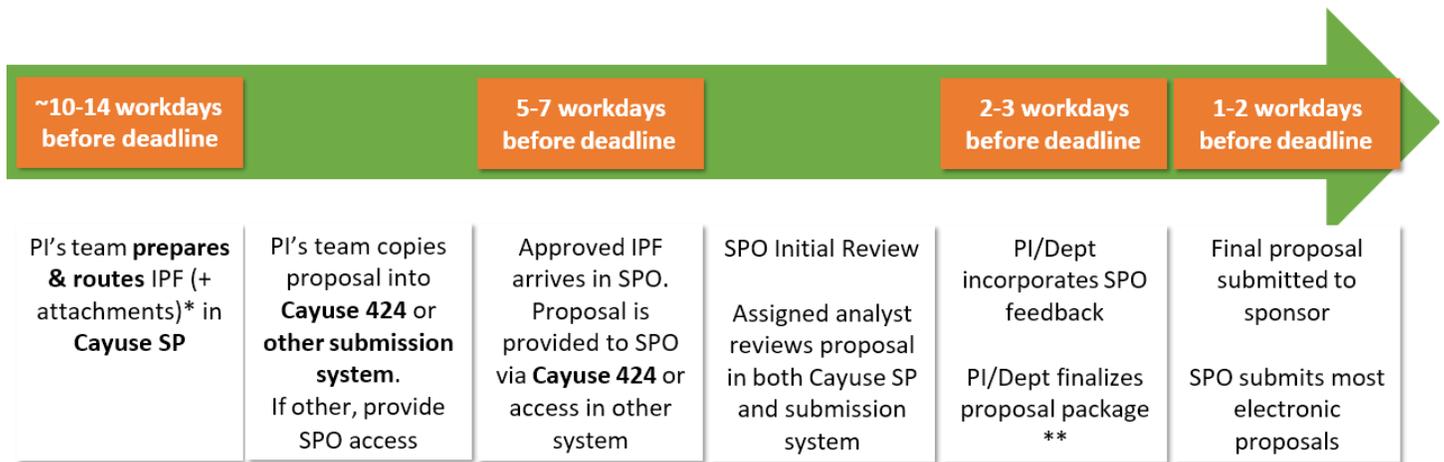
The sponsor's Funding Opportunity Announcement will indicate what eRA submission system(s) may be used.

- 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

## Proposal Routing and Submission Timeline



\* 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 PI's team may work on other documents for submission, such as the **project narrative** or **biosketches**, until closer to the deadline.

\*\* This is when PI and their team should **provide final attachments.**

### 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 most Federal agencies.
- **Excluded** from Cayuse 424:
  - NSF uses [Research.gov](http://Research.gov)
  - NASA uses [NSPIRES](http://NSPIRES)



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

- 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).
  - Can copy proposals for resubmission, reducing data entry.
  - 424 stores documents relevant to the proposal, facilitating file search and communication.
  - 424 automatically integrates subaward budgets and personnel information with a prime proposal.

## Cayuse 424 hosts Professional Profiles

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

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.

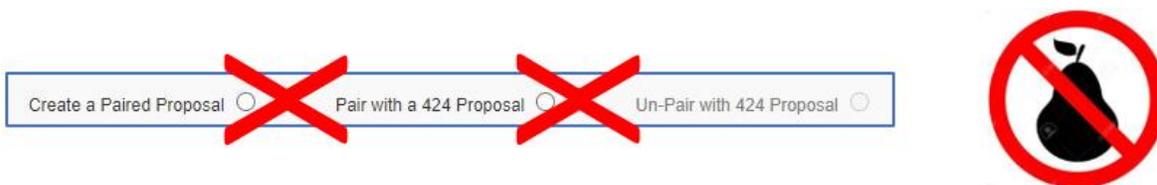
Professional Profiles will be covered in more detail later in this training.

## Cayuse 424



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

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

The **Opportunities** tab is auto-populated with all the latest funding opportunities from the various Federal agencies.

- Search for your desired funding opportunity.
  - You can **sort** by any column (click in header)
  - You can search by **key words**
- Be careful to **select the appropriate opportunity**
  - The same **Opportunity Number** can be used for **different opportunities.**
- Click on the **green +** symbol to begin the proposal
- Click on the **blue/gray i** symbol for details on the opportunity

Opportunities Proposals Routing

Opportunities

Filter Find More

25 Page 1 of 8

Opportunity Number	Title
PA-20-272	Administrative Supplement
PAR-20-179	Advancing Research to E
FDA-RVK-2019-0001	AFRL RV-RD Assistance
FAB850-18-S-5010	AFRL/RVC Structural Mi
USDA-NIFA-AFRI-009842	Agriculture and Food Re
USDA-NIFA-AFRI-009755	Agriculture and Food Re
PA-18-795	AHRQ Health Services R
FAB851-20-S-0008	Air Superiority Technolo
PAR-23-026	Ancillary Studies to Ong
W911NF-19-S-0004	ARMY APPLICATIONS L
PAR-20-314	Assay Validation of High
PAR-21-322	Basic Research in Canc
PAR-22-123	Bioengineering Partners
PAR-22-242	Bioengineering Research
PAR-22-243	Bioengineering Research
RFA-MH-22-245	BRAIN Initiative: Engine

### Opportunity Details

**Opportunity Number:** PA-20-272

**Opportunity Title:** Administrative Supplements to Existing NIH Grants and Cooperative Agreements (Parent Admin Supp Clinical Trial Optional)

**Package ID:** PKG00278787

**Competition ID:** FORMS-H-ADMINSUPP-RESEARCH

**Competition Title:** Use for research grants (e.g. R's, DP's), cooperative agreement equivalents and endowment programs, P's

**CFDA Number:**

**CFDA Description:**

**Offering Agency:** National Institutes of Health

**Agency Contact:** eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

**Opening Date:** 2022-12-05 00:00:00.0

**Closing Date:** 2023-10-07 00:00:00.0

**Schema:** [PKG00278787.xsd](#)

**Instructions:** [PKG00278787-instructions.pdf](#)

**Forms**

Supported Mandatory	Namespace URI
* *	<a href="http://apply.grants.gov/forms/PerformanceSite_4_0-V4.0">http://apply.grants.gov/forms/PerformanceSite_4_0-V4.0</a>
* *	<a href="http://apply.grants.gov/forms/RR_KeyPersonExpanded_4_0-V4.0">http://apply.grants.gov/forms/RR_KeyPersonExpanded_4_0-V4.0</a>
* *	<a href="http://apply.grants.gov/forms/PHS398_CoverPageSupplement_5_0-V5.0">http://apply.grants.gov/forms/PHS398_CoverPageSupplement_5_0-V5.0</a>
* *	<a href="http://apply.grants.gov/forms/RR_OtherProjectInfo_1_4-V1.4">http://apply.grants.gov/forms/RR_OtherProjectInfo_1_4-V1.4</a>
* *	<a href="http://apply.grants.gov/forms/RR_SF424_5_0-V5.0">http://apply.grants.gov/forms/RR_SF424_5_0-V5.0</a>
* *	<a href="http://apply.grants.gov/forms/RR_SubawardBudget10_30_3_0-V3.0">http://apply.grants.gov/forms/RR_SubawardBudget10_30_3_0-V3.0</a>
* *	<a href="http://apply.grants.gov/forms/PHSHumanSubjectsAndClinicalTrialsInfo_3_0-V3.0">http://apply.grants.gov/forms/PHSHumanSubjectsAndClinicalTrialsInfo_3_0-V3.0</a>
* *	<a href="http://apply.grants.gov/forms/PHS398_ResearchPlan_5_0-V5.0">http://apply.grants.gov/forms/PHS398_ResearchPlan_5_0-V5.0</a>

Download Opportunities

Show Closed Opportunities

Displaying 1 to 25 of 189 items

DA #	Package ID	Opens	Closes	Downloaded	
	PKG00278627	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278631	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278628	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278630	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278787	12-05-2022	10-07-2023	08-21-2023	X
	PKG00278629	01-22-2022	10-07-2023	08-21-2023	X
	PKG00278626	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278625	10-13-2020	10-07-2023	08-21-2023	X
	705	11-01-2022	01-07-2024	08-21-2023	X
	168	12-20-2018	12-19-2023	08-21-2023	X
	057	09-20-2018	09-20-2023	08-21-2023	X
	PKG00278645	05-02-2023	12-07-2023	08-21-2023	X
	PKG00279667	02-03-2023	12-29-2023	08-21-2023	X
	PKG00278876	12-12-2022	07-08-2024	08-21-2023	X
	PKG00256362	10-31-2024	08-21-2023	08-21-2023	X
	PKG00278608	03-06-2023	12-05-2025	08-21-2023	X
	PKG00250630	05-01-2024	08-21-2023	08-21-2023	X
	PKG00278424	11-15-2022	10-10-2023	08-21-2023	X
	PKG00277777	11-01-2022	09-07-2024	08-21-2023	X
	PKG00277958	11-04-2022	01-07-2025	08-21-2023	X
	PKG00277828	11-01-2022	09-07-2025	08-21-2023	X
	PKG00277829	11-01-2022	09-07-2025	08-21-2023	X
	PKG00278467	05-28-2023	10-17-2024	08-21-2023	X

Visit the sponsor's website and read ALL relevant guidelines

Opportunities Proposals Routing People Institutions Reports More

Opportunities

Filter Find More

25 Page 1 of 8

Opportunity Number	Title
PA-20-272	Administrative Supplement
PA-20-272	Administrative Supplement
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PAR-20-179	Advancing Research to E
FDA-RVK-2019-0001	AFRL RV-RD Assistance
FAB850-18-S-5010	AFRL/RVC Structural Mi
USDA-NIFA-AFRI-009842	Agriculture and Food Re
USDA-NIFA-AFRI-009755	Agriculture and Food Re
PA-18-795	AHRQ Health Services R
FAB851-20-S-0008	Air Superiority Technolo
PAR-23-026	Ancillary Studies to Ong
W911NF-19-S-0004	ARMY APPLICATIONS L
PAR-20-314	Assay Validation of High
PAR-21-322	Basic Research in Canc
PAR-22-123	Bioengineering Partners
PAR-22-242	Bioengineering Research
PAR-22-243	Bioengineering Research
RFA-MH-22-245	BRAIN Initiative: Engine

### Download Opportunities

To download Federal opportunities, please specify one of the following values: [Search For Opportunities](#)

**Opportunity Number:**

**CFDA #:**

**Package ID:**

Download Opportunities

Show Closed Opportunities

Displaying 1 to 25 of 189 items

DA #	Package ID	Opens	Closes	Downloaded	
	PKG00278627	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278631	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278628	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278630	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278787	12-05-2022	10-07-2023	08-21-2023	X
	PKG00278629	01-22-2022	10-07-2023	08-21-2023	X
	PKG00278626	10-13-2020	10-07-2023	08-21-2023	X
	PKG00278625	10-13-2020	10-07-2023	08-21-2023	X
	705	11-01-2022	01-07-2024	08-21-2023	X
	168	12-20-2018	12-19-2023	08-21-2023	X
	057	09-20-2018	09-20-2023	08-21-2023	X
	PKG00278645	05-02-2023	12-07-2023	08-21-2023	X
	PKG00279667	02-03-2023	12-29-2023	08-21-2023	X
	PKG00278876	12-12-2022	07-08-2024	08-21-2023	X
	PKG00256362	10-31-2024	08-21-2023	08-21-2023	X
	PKG00278608	03-06-2023	12-05-2025	08-21-2023	X
	PKG00250630	05-01-2024	08-21-2023	08-21-2023	X
	PKG00278424	11-15-2022	10-10-2023	08-21-2023	X
	PKG00277777	11-01-2022	09-07-2024	08-21-2023	X
	PKG00277958	11-04-2022	01-07-2025	08-21-2023	X
	PKG00277828	11-01-2022	09-07-2025	08-21-2023	X
	PKG00277829	11-01-2022	09-07-2025	08-21-2023	X
	PKG00278467	05-28-2023	10-17-2024	08-21-2023	X

- Not common:
- If a Federal opportunity you seek is not on the list, click **Download Opportunities** in the upper right.
  - You can search by the fields indicated below.
    - Or select the **Search For Opportunities** link to search by title.
  - Your downloaded opportunity will then appear within the **Opportunities** tab.

If the opportunity is not found, please email [orcayusehelp@ucdavis.edu](mailto:orcayusehelp@ucdavis.edu) for assistance.

# Start a Proposal

Opportunities Proposals Routing People Institutions Reports More

Opportunities

25

- When you select an opportunity's **green +** symbol, the pop-up at right will appear
- The **Proposal Name** is not the project title. It is used for informational purposes and ideally should include:
  - The related **Cayuse SP proposal number**
    - This allows SPO to connect the two
  - The **PI's name**
  - The **Funding Opportunity Number**
    - Example: 24-5555 Apple PA-20-272

Opportunity Num	Opportunity Title	Form	Use for due dates on or after January 25, 2	National Institutes of Health	PKG00277958	11-04-2022	01-07-2025	08-21-2023
PA-20-272	Assay Validation of High Quality Markers for Clinical Studies in Cancer (UH)	FORMS-H						
PA-20-272	Basic Research in Cancer Health Disparities (R01 Clinical Trial Not Allowed)	FORMS-H						
PA-20-272	Bioengineering Partnerships with Industry (U01 Clinical Trial Optional)	FORMS-H						
PA-20-272	Bioengineering Research Grants (BRG) (R01 Clinical Trial Not Allowed)	FORMS-H						
PA-20-272	Bioengineering Research Grants (BRG) (R01 Clinical Trial Optional)	FORMS-H						
PA-20-272	BRAIN Initiative: Engineering and optimization of molecular technologies fo	FORMS-H						
PAR-20-179								
FOA-RVK-2								
FAB650-18-								
USDA-NIFA								
USDA-NIFA								
PA-18-795								
FAB651-20-								
PAR-23-024								
W911NF-11								
PAR-20-314								
PAR-21-322								
PAR-22-123								
PAR-22-242								
PAR-22-243								
RFA-MH-22-245								

### Create Grants.gov Proposal

Opportunity: PA-20-272 [i](#) [Select A Different Opportunity](#)

Proposal Name:

Search for PI

Showing recent PIs | [Show all](#)

Principal Investigator:

Organization:

# of Budget periods:  1  2  3  4  5  6  7  8  9  10

Due Date:

Validation Type:

[Create Proposal](#) [Cancel](#)

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

### Create Grants.gov Proposal

Opportunity: PA-20-272 [i](#) [Select A Different Opportunity](#)

Proposal Name:

Search for PI

Showing recent PIs | [Show all](#)

Principal Investigator:

Organization:

# of Budget periods:  1  2  3  4  5  6  7  8  9  10

Due Date:

Validation Type:

[Create Proposal](#) [Cancel](#)

[Search for PI](#)

[Show recent](#) | [Show all](#)

Principal Investigator: **Carter, Cameron S (Med: Psychiatry & Behavioral S) / The Regents of the University of California (Davis)**

Organization:

Default IDC Rate:

- 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.

CGA page: [On-Campus vs. Off-Campus F&A \(Indirect Cost\) Rates](#)

### Completing a Proposal

- As with Cayuse SP, you **navigate** through the various pages of the proposal in **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)

<input checked="" type="checkbox"/> SF424 RR 1 2 <input checked="" type="checkbox"/> RR Performance Sites 1 <input checked="" type="checkbox"/> RR Other Project Information 1 <input checked="" type="checkbox"/> RR Key Persons 1 <input type="checkbox"/> RR Budget 1 2 3 4 <input checked="" type="checkbox"/> PHS Human Subjects and Clinic 1 <input checked="" type="checkbox"/> PHS 398 Modular Budget 1 <input type="checkbox"/> RR Subaward Budget Attache 1 <input checked="" type="checkbox"/> PHS 398 Cover Page Supplemer 1 2 <input checked="" type="checkbox"/> PHS 398 Research Plan 1 <input checked="" type="checkbox"/> PHS Assignment Request 1  Proposal Summary Summary Supporting Documents  Proposal Management	24-0354 Electrically conductive hydrogels for muscle regeneration	
	APPLICATION FOR FEDERAL ASSISTANCE <b>SF 424 R&amp;R</b>	
	<b>2. DATE SUBMITTED</b> 08/08/2023	Applicant Identifier <input type="text"/>
	<b>3. DATE RECEIVED BY STATE</b> <input type="text"/>	State Application Identifier <input type="text"/>
	<b>1. TYPE OF SUBMISSION</b> <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	<b>4. a. Federal Identifier</b> AR083112
<b>5. APPLICANT INFORMATION</b>		
Legal Name: The Regents of the University of California (Davis)      UEI: TX2DAGQPENZ5		
Department: <input type="text"/>		
Division: <input type="text"/>		
Street1: Office of Research - Sponsored Programs		
Street2: 1850 Research Park Drive		
City: Davis      County/Parish: Yolo		
State/Province: California      Zip/Postal Code: 95618-6153		
Country: United States		
<b>Person to be contacted on matters involving this application</b>		
Prefix: <input type="text"/> First Name: Saojane      Middle Name: <input type="text"/> Last Name: Celarbo      Suffix: <input type="text"/>		
Position/Title: Contracts and Grants Analyst		
Street1: 1850 Research Park Drive		
Street2: <input type="text"/>		
City: Davis      County/Parish: Yolo		
State/Province: California      Zip/Postal Code: 95618-6153		
Country: United States		
Phone Number: 530-752-7188	Fax Number: <input type="text"/>	
Email: proposals@ucdavis.edu		
Error (0) / Warning (0) / Info (0)      NIH      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

24-0354 Electrically conductive hydrogels for muscle regeneration

APPLICATION FOR FEDERAL ASSISTANCE  
SF 424 R&R

2. DATE SUBMITTED: 08/08/2023

Applicant Identifier: [ ]

3. DATE RECEIVED BY STATE: [ ]

State Application Identifier: [ ]

1. TYPE OF SUBMISSION:
 

- Pre-application
- Application
- Changed/Corrected Application

4. a. Federal Identifier: AR083112

b. Agency Routing Number: NOT-AR-23-006

c. Previous Grants.gov Tracking ID: [ ]

5. APPLICANT INFORMATION

Legal Name: The Regents of the University of California (Davis) UEI: TX2DAGQPENZ5

Department: [ ]

Division: [ ]

Street1: Office of Research - Sponsored Programs

Street2: 1850 Research Park Drive

City: Davis

County/Parish: Yolo

State/Province: California

Zip/Postal Code: 95618-6153

Country: United States

Person to be contacted on matters involving this application

Prefix: [ ] First Name: Saojane Middle Name: [ ] Last Name: Celarbo Suffix: [ ]

Position/Title: Contracts and Grants Analyst

Street1: 1850 Research Park Drive

Street2: [ ]

City: Davis

County/Parish: Yolo

State/Province: California

Zip/Postal Code: 95618-6153

Country: United States

Phone Number: 530-752-7188 Fax Number: [ ] Email: proposals@ucdavis.edu

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

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](mailto:proposals@ucdavis.edu)

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

24-0354 Electrically conductive hydrogels for muscle regeneration

State/Province: California Zip/Postal Code: 95618-6153  
Country: United States

Phone Number: 530-752-7188 Fax Number: Email: proposals@ucdavis.edu

6. EMPLOYER IDENTIFICATION(EIN) or (TIN): 1-946036494-A1  
7. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher Education  
Other (Specify):

8. TYPE OF APPLICATION:  
 New  
 Resubmission  
 Renewal  
 Continuation  
 Revision

If Revision, mark appropriate box(es).  
 A. Increase Award  
 B. Decrease Award  
 C. Increase Duration  
 D. Decrease Duration  
 E. Other (specify):

9. NAME OF FEDERAL AGENCY: National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Electrically conductive hydrogels for muscle regeneration

12. PROPOSED PROJECT:  
Start Date 04/01/2024  
Ending Date 03/31/2026

13. CONGRESSIONAL DISTRICT OF:  
Applicant CA-004

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

Again, use the [Institutional Information](#) page to populate:

6. **EIN/TIN**

13. **Congressional District**

7. **Type of Applicant:** UC Davis is a "Public/State Controlled Institution of Higher Education."

24-0354 Electrically conductive hydrogels for muscle regeneration

State/Province: California Zip/Postal Code: 95618-6153  
Country: United States

Phone Number: 530-752-7188 Fax Number: Email: proposals@ucdavis.edu

6. EMPLOYER IDENTIFICATION(EIN) or (TIN): 1-946036494-A1  
7. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher Education  
Other (Specify):  
Small Business Organization Type  
 Women Owned  Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:  
 New  
 Resubmission  
 Renewal  
 Continuation  
 Revision

If Revision, mark appropriate box(es).  
 A. Increase Award  
 B. Decrease Award  
 C. Increase Duration  
 D. Decrease Duration  
 E. Other (specify):

9. NAME OF FEDERAL AGENCY: National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Electrically conductive hydrogels for muscle regeneration

12. PROPOSED PROJECT: Start Date 04/01/2024 Ending Date 03/31/2026  
13. CONGRESSIONAL DISTRICT OF: Applicant CA-004

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

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.
  - 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)

24-0354 Electrically conductive hydrogels for muscle regeneration

SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE Page 2

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION 

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Position/Title:  Organization Name:

Department:

Division:

Street1:

Street2:

City:  County/Parish:

State/Province:  Zip/Postal Code:

Country:

Phone Number:  Fax Number:  Email:

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested	<input type="text" value="436,842"/>
b. Total Non-Federal Funds	<input type="text" value="0"/> *
c. Total Federal & Non-Federal Funds	<input type="text" value="436,842"/>
d. Estimated Program Income	<input type="text" value="0"/>

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES  THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE:

b. NO  PROGRAM IS NOT COVERED BY E.O. 12372; OR  PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

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 Review

### 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.

Proposals (S2S) Autofill - Google Chrome

ucdavis-uat.cayuse424.com/1067/listPeopleToAutofill.do?subsessionId=0&role=pi&proposalId=1027243227&idsToNotSh

 **Autofill Principal Investigator** Close



[Show All](#)

**5 Recently Autofilled Principal Investigators:**

Abedi, Mehrdad - UC Davis: Med: Div Of Internal Med

Apple, Charlie - UC 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



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

## 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

ucdavis.cayuse424.com/1081/showProposalPage.do?subsessionId=1&url=/manageKeyPeople.do&role=pi&reqPersonId=1...

Manage Principal Investigator

Close

Leach, Jonathan - The Regents of the University of California (Davis...)

Budget Periods:  1  2

Include Performance Site

	Final	Draft	
Biographical Sketch	No final --	No draft --	Add Delete
Current & Pending Support	No final --	No draft --	Add Delete

Role: PD/PI

Appointment type (months): Calendar: 12.0 Academic: [ ] Summer: [ ]

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	19,233	0	0	[ ]	[ ]	[ ]	0	0	0
prd 2	19,233	0	0	[ ]	[ ]	[ ]	0	0	0

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

## 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
  - 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 always 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.

Requested  
Salary (\$) 45,000 ★

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.

24-0354 Electrically conductive hydrogels for muscle regeneration

SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE Page 2

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: [ ] First Name: [Jonathan] Middle Name: [K.] Last Name: [Leach] Suffix: [ ]

Position/Title: [Professor] Organization Name: [The Regents of the University of California]

Department: [Med: Orthopedic Surgery]

Division: [School of Medicine]

Street1: [4860 Y Street Suite 3800]

Street2: [ ]

City: [Sacramento] County/Parish: [Sacramento]

State/Province: [California] Zip/Postal Code: [95817-2307]

Country: [United States]

Phone Number: [916-734-8965] Fax Number: [ ] Email: [jkleach@ucdavis.edu]

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested	[436,842]
b. Total Non-Federal Funds	[0] ★
c. Total Federal & Non-Federal Funds	[436,842]
d. Estimated Program Income	[0]

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE: [ ]

a. YES  b. NO  PROGRAM IS NOT COVERED BY E.O. 12372; OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

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 Review

15. **Estimated Project Funding:** There is no need to populate the budget figures here, as these fields are auto-populated 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.**’”

24-0354 Electrically conductive hydrogels for muscle regeneration

**19. Authorized Representative** ✕ 🔄

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Position/Title:  Organization:

Department:

Division:

Street1:

Street2:

City:  County/Parish:

\* State/Province:  Zip/Postal Code:

Country:

Phone Number:  Fax Number:

Email:

Signature of Authorized Representative:  Date Signed:

	Final	Draft	
20. Pre-application	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
21. Cover Letter Attachment	<a href="#">Cover Letter</a> 1P   PDF   78.87KB	No draft --	<input type="button" value="Manage"/> <input type="button" value="Delete"/>

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

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)

24-0354 Electrically conductive hydrogels for muscle regeneration

### Project/Performance Site Location(s)

**Project/Performance Site Primary Location**

Organization: The Regents of the University of California, Davis  
UEI: TX2DAGQPENZ5  
\* Street 1: 4860 Y Street Suite 3800 Street 2:  
\* City: Sacramento County/Parish: Sacramento  
\* State/Province: California \* Zip/Postal Code: 95817-2307  
\* Country: United States  
\* Project/Performance Site Congressional District: CA-007

**Other sites** [expand all/collapse all](#)

Organization: The Regents of the University of California (Davis)  
UEI: TX2DAGQPENZ5  
\* Street 1: Office of Research - Sponsored Programs Street 2: 1850 Research Park Drive  
\* City: Davis County/Parish: Yolo  
\* State/Province: California \* Zip/Postal Code: 95618-6153  
\* Country: United States  
\* Project/Performance Site Congressional District: CA-004

Organization: Georgia Institute of Technology  
UEI: EMW9FC8J3HN4  
\* Street 1: 313 Ferst Ave NW Street 2:  
\* City: Atlanta County/Parish:  
\* State/Province: Georgia \* Zip/Postal Code: 303320415  
\* Country: United States  
\* Project/Performance Site Congressional District: GA-005

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

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)

24-0354 Electrically conductive hydrogels for muscle regeneration

### RESEARCH & RELATED Other Project Information

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  
IRB Approval Date:   
Human Subject Assurance Number:

2. \* Are Vertebrate Animals Used?  Yes  No

2.a. If YES to Vertebrate Animals  
Is the IACUC review Pending?  Yes  No  
IACUC Approval Date:   
Animal Welfare Assurance Number

3. \* Is proprietary/privileged information included in the application?  Yes  No

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:

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:

7. Project Summary/Abstract

[ProjectSummary](#) | No draft |

1PIPDF|24,44KB

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

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)

24-0354 Electrically conductive hydrogels for muscle regeneration

### RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

Leach, Jonathan K. - *The Regents of the University of California (Davis)* - PD/PI

PROFILE - Senior/Key Person

2 Senior/Key Persons [expand all](#) / [collapse all](#) Sort Manage Key Persons

Smith, Lucas - *The Regents of the University of California (Davis)* - Co-Investigator

Panitch, Alyssa - *Georgia Institute of Technology* - Co-Investigator

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

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 [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu).

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

Proposals (S2S) Manage Key Persons - Google Chrome

ucdavis.cayuse424.com/1081/showProposalPage.do?subsessionId=1&url=/manageKeyPeople.do&role=kp&reqPersonId=...

Manage Key Person Close

**Robinson, Duane - The Regents of the University of California (Davis...** Budget Periods:  1  2

Include Performance Site

	Final	Draft	
Biographical Sketch	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Current & Pending Support	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Role:  Other Project Role Category:

Appointment type (months): Calendar:  Academic:  Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
prd 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Proposal Management Error (0) / Warning (0) / Info (0)  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  
2

RR Performance Sites  
1

RR Other Project Information  
1

RR Key Persons  
1

RR Budget  
1  
2  
3  
4

PHS Human Resources  
1

PHS 398 Management  
1

RR Subawards  
1

PHS 398 Clinical  
1  
2

PHS 398 Research  
1

PHS Assignments  
1

Proposal Summary  
Summary  
Supporting Information

Proposal Management

Test

### RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

Leach, Jonathan K. - *The Regents of the University of California (Davis)* - PD/PI

PROFILE - Senior/Key Person

2 Senior/Key Persons [expand all / collapse all](#) [Sort](#) [Manage Key Persons](#)

Smith, Lucas - *The Regents of the University of California (Davis)* - Co-Investigator

Proposals (S2S) Manage Key Persons - Google Chrome

ucdavis.cayuse424.com/1081/showProposalPage.do?subsessionId=2&url=/manageKeyPeople.do&pop=true&role=kp&prop...

Manage 3 Key Persons Viewing Alphabetically [Close](#)

[Add Key Person](#)

				Leach, Jonathan - <i>The Regents of the University of California (Davis)...</i>	Budget Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2
				<input type="checkbox"/> Include Performance Site	
				Panitch, Alyssa - Georgia Institute of Technology	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2
				Smith, Lucas - <i>The Regents of the University of California (Davis)...</i>	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2

Error (13) / Warning (4) / Info (0) NIH [Final Review](#)

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
- Re-autofill from Profile
- Remove from proposal

## Completing a Proposal (RR Budget page 1)

24-0354 Electrically conductive hydrogels for muscle regeneration

RESEARCH & RELATED BUDGET - SECTION A & B Budget Period 1 of 2

UEI: TX2DAGQPENZ5

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: The Regents of the University of California (Davis)

Period 1 Start Date: 04/01/2024 End Date: 03/31/2025

A. Senior/Key Persons in Budget Period 1 of 2 Manage Key Persons

First Name	Mid. Name	Last Name	Project Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Jonathan	K.	Leach	PD/PI			0	0				0	0	0
Lucas		Smith				0	0				0	0	0
Alyssa		Panitch		0	0	0	0				0	0	0

Total Senior/Key Person 0

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						

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

### 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  to make entries for the 2nd budget period.



**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**.

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input type="checkbox"/>	A.) Senior/Key Persons - Salary	3.0
<input type="checkbox"/>	Senior/Key Persons - Fringe Benefits	
<input type="checkbox"/>	B.) Other Personnel - Salary	3.0
<input type="checkbox"/>	Other Personnel - Fringe Benefits	3.0
<input type="checkbox"/>	D.) Travel	3.0
<input type="checkbox"/>	E.) Participant/Trainee Support Costs	3.0
<input type="checkbox"/>	F.1) Materials and Supplies	3.0
<input type="checkbox"/>	F.2) Publication Costs	3.0
<input type="checkbox"/>	F.3) Consultant Services	3.0
<input type="checkbox"/>	F.4) ADP/Computer Services	3.0
<input type="checkbox"/>	F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
<input type="checkbox"/>	F.6) Equipment or Facility Rental/User Fees	3.0
<input type="checkbox"/>	F.7) Alterations/Renovations/Construction	3.0
<input type="checkbox"/>	F.8) Other 1	3.0
<input type="checkbox"/>	F.9) Other 2	
<input type="checkbox"/>	F.10) Other 3	
<input type="checkbox"/>	F.11) Other 4	
<input type="checkbox"/>	F.12) Other 5	
<input type="checkbox"/>	F.13) Other 6	
<input type="checkbox"/>	F.14) Other 7	
<input type="checkbox"/>	F.15) Other 8	
<input type="checkbox"/>	F.16) Other 9	
<input type="checkbox"/>	F.17) Other 10	

[select all](#) | [unselect all](#)

Start Period: Budget Period 1 thru End Period: Budget Period 2

Pre-Escalate Budget

Escalate Selected Categories

Replicate Selected Categories

Cancel



24-0354 Electrically conductive hydrogels for muscle regeneration

RESEARCH & RELATED BUDGET - SECTION A & B Budget Period 1 of 2

UEI: TX2DAGQPENZ5

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: The Regents of the University of California (Davis)

Period 1 Start Date: 04/01/2024 End Date: 03/31/2025

A. Senior/Key Persons in Budget Period 1 of 2 Manage Key Persons

First Name	Mid. Name	Last Name	Project Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Jonathan	K.	Leach	PD/PI			0	0				0	0	0
Lucas		Smith				0	0				0	0	0
Alyssa		Paritich		0	0	0	0				0	0	0

Total Senior/Key Person 0

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						

Total Number Other Personnel:

Indirect Cost Types for Sections A and B Above:  
 Req. Salary:  Fringe:

Total Salary, Wages and Fringe Benefits (A+B) 13,591

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)

eRA class sample: 21-0099 Apple PA-EO-777

RESEARCH & RELATED BUDGET - SECTION F - L Budget Period 1 of 2

7. Alterations and Renovations

8. GSR fee/tuition

9.

10.

Total Other Direct Costs

G. Direct Costs Funds Requested (\$)

Total Direct Costs (A thru F)

H. Indirect Costs Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. On Campus Org Research MTDC	60.571	10,543	6,386
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect Costs			6,386

Cognizant Federal Agency   
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs Funds Requested (\$)

Total Direct and Indirect Institutional Costs (G + H)

J. Fee Funds Requested (\$)

Error (15) / Warning (3) / Info (0) NIH  Final Review

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 Cayuse 424 for a moment.

This is an [OR Budget Template](#).

The F&A Details tab on your OR budget template will provide you the breakdown.

Just copy the figures into 424.

Personnel		Enter effort either in Person Months (top section) or % Time (bottom section)										Period 1
Name/Role:	Appt. Type	Effort Type	Base Salary	Months or %:	Person Months					Escal	10/1/25-9/30/26	
					Per 1	Per 2	Per 3	Per 4	Per 5			
1 LB Jeffries - PI (SMR)	9/12	SMR	133,620	Months	1.00	1.00	1.00				3%	14,847
2 Bakshi - Co-PI	11/12	CAL	122,000	Months	0.50	0.50	0.50				4%	5,545
Personnel by %		% Time or Effort										
1 LB Jeffries - PI (AY)	9/12	AY	133,620	%	20.0%	20.0%	20.0%				3%	26,724
2 Doyle - Postdoc	12/12	CAL	66,737	%	50.0%	50.0%	50.0%				3%	33,369
3 GSR - TBD	12/12	CAL	80,260	%	62.5%	62.5%	62.5%					
<b>Total Salaries</b>												
<b>Benefits by Person</b>												
		UCPath CBR Group			FY Split:		9/3	9/3	9/3	0/0	0/0	
					%	%	%	%	%	%	%	
1 LB Jeffries - PI (SMR)	Faculty Summer				10.5	10.8	11.1					
2 Bakshi - Co-PI	Faculty, Acad, MSP, Safety				41.9/43.2	43.2/44.5	44.5/45.8					
1 LB Jeffries - PI (AY)	Faculty, Acad, MSP, Safety				41.9/43.2	43.2/44.5	44.5/45.8					
2 Doyle - Postdoc	Postdoc Employees				25.8/26.6	26.6/27.4	27.4/28.2					
3 GSR - TBD	Grad and Undergrad				2/2.1	2.1/2.2	2.2/2.3					
<b>Total Benefits</b>												
<b>Total Personnel</b>												
<b>EQUIPMENT</b>												
Bio-Tek Precision 2000 Automated Pipetting System		\$16,000 + 20% for shipping, handling & sales tax										
<b>Total Equipment</b>												
<b>TRAVEL</b>												
Meeting with collaborators in UK		\$2,500 per trip		2x/year for PI - 1x/year for postdoc								
Scientific conference in D.C.												
<b>Total Travel</b>												
<b>OTHER DIRECT COSTS</b>												
<b>Materials and Supplies</b>												

F&A Details tab:		
Indirect Cost Split for Sponsor Forms		Project Period 1
<b>Request Budget</b>	10/1/25 -	9/30/26
Base Type: MTDC		61.0%
Base	0	235,465
Indirect Costs		143,634
<b>Primate Center Rates:</b>		
Primate Center Base		
Primate Center F&A:		
<b>Total Annual Requested Indirect</b>		<b>\$ 143,634</b>

- SF424 RR
- RR Performance Sites
- RR Other Project Information
- RR Key Persons
- RR Budget
- PHS Human Subjects and Clinical
- RR Subaward Budget Attachments
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan

eRA class sample: 21-0099 Apple PA-EO-777

**RESEARCH & RELATED BUDGET - SECTION F - L** Budget Period 1 of 2

7. Alterations and Renovations	On Campus		
8. GSR fee/tuition	Excluded		
9.	On Campus		
10.	On Campus		
<b>Total Other Direct Costs</b>			
<b>G. Direct Costs</b>		<b>Funds Requested (\$)</b>	
		<b>Total Direct Costs (A thru F)</b> 35,543	
<b>H. Indirect Costs</b>			
Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. On Campus Org Research MTDC	60.000	4,500	2,700
2. On Campus Org Research MTDC	61.000	6,043	3,686
3.			
4.			
<b>Total Indirect Costs</b>			6,386
Cognizant Federal Agency HHS, Janet Turner (415) 437-7820			
(Agency Name, POC Name, and POC Phone Number)			
<b>I. Total Direct and Indirect Costs</b>		<b>Funds Requested (\$)</b>	
		<b>Total Direct and Indirect Institutional Costs (G + H)</b> 41,929	
<b>J. Fee</b>		<b>Funds Requested (\$)</b>	

Error (15) / Warning (3) / Info (0) NIH Final Review

30

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)

**Proposal Summary**

Proposal Number: [ ] Proposal Status: [Please Select...] Submission Type:  Pre-application  Application  Changed/Corrected

Sponsor Deadline: 05/03/2021 Submission Method: [Please Select...]

Submission Date: [ ] Submitted By: [ ]

Award Number: [ ] Award Date: [ ] Contract Number: [ ]

**INVESTIGATOR DATA**

**PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION**

Prefix: [ ] \* First Name: Charlie Middle Name: [ ] \* Last Name: Apple Suffix: [ ]

Position/Title: Professor Organization: The Regents of the University of California (Davis)

Department: Intl Med- Infectious Disease

Division: Med: Intl Med

Street1: Lawrence J. Ellison Ambulatory Care Center Street2: 4860 Y Street

City: Sacramento County: Sacramento

State: California Zip Code: 95817-2307

Country: United States Employee ID: [ ]

Phone: 530-555-5555

Fax: [ ]

Email: capple@ucdavis.edu

First Budget Period Effort  
Calendar Academic Summer  
[ ] 0.36 0.00

Status of PI: [Please Select...] Status Waiver Required?  Yes  No

Signed Intellectual Property Waiver Attached?  Yes  No

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)

Proposals List > 24-0354 Electrically conductive hydrogels for muscle regeneration << Proposals List

24-0354 Electrically conductive hydrogels for muscle regeneration

### Proposal Permissions

[+ Add user](#)

	List	Read	Write	Delete	Attach	Change Permissions	Add User	Remove User	Break Lock	Print	Su
Leach, Jonathan K. (jkleach@ucdavis.edu)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Misewich, Sharon B (sharon23@ucdavis.edu)	<input checked="" type="checkbox"/>										
Solorio-Lopez, Alejandra (asolopez@ucdavis.edu)	<input checked="" type="checkbox"/>										

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 Suppleme  
1  
2  
PHS 398 Research Plan  
1  
PHS Assignment Request  
1  
Proposal Summary  
Summary  
Supporting Documents  
**Proposal Management**  
Permissions  
Routing & Approval  
Electronic Submission  
Proposal History  
Export

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

**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.

There is no need to add an AOR (Authorized Organizational Representative) despite this message.

Ignore the Routing Chain. SPO does not use it at all. Instead, have the PI email SPO when ready to submit.

With the **Electronic Submission** icon, you can validate this proposal or retrieve submission information.

- Though you should have corrected all the errors and warnings before getting to this stage, it's highly recommended to click **Validate Proposal** and address any additional issues that are identified.
  - Let your assigned SPO analyst know that you have completed this process.
  - 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.

The **Chain Icon** provides a quick link you can send another user to more quickly access the 424 proposal.

## Exiting a Proposal

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): [https://ucdavis-  
uat.cayuse424.com](https://ucdavis-<br/>uat.cayuse424.com)
  - 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](#)

If you're unable to access the UAT:

- Use actual **Cayuse 424**  
(<https://ucdavis.cayuse424.com/>)
- 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 auto-populated salary/fringe*)

**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 [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu) & [aadmin@ucdavis.edu](mailto:aadmin@ucdavis.edu)  
**Location of activity:** Lawrence J. Ellison Ambulatory Care Center 4860 Y St., Sacramento, CA 95817-2307  
**IRB Application #:** 00004557, approved 10/10/24  
**IACUC Protocol:** A3433-01, approved 11/1/24 (bovine)  
**Other Project Info & Cover Page Supplement questions:** Assume you need to check with PI

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
<b>Salary Total</b>	<b>\$ 8,400</b>	<b>\$ 8,652</b>	<b>\$ 17,052</b>
Charlie Apple, PI Fringe Benefits	\$ 1,241	\$ 1,315	\$ 2,556
Gary Imaginary, Co-PI Fringe Benefits	\$ 1,626	\$ 1,727	\$ 3,353
<b>Benefits Total</b>	<b>\$ 2,867</b>	<b>\$ 3,042</b>	<b>\$ 5,909</b>
<b>PERSONNEL TOTAL</b>	<b>\$11,267</b>	<b>\$11,694</b>	<b>\$22,961</b>
MRI	\$25,000	\$ 0	\$25,000
<b>EQUIPMENT TOTAL</b>	<b>\$25,000</b>	<b>\$ 0</b>	<b>\$25,000</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$36,267</b>	<b>\$11,694</b>	<b>\$47,961</b>
Indirect Cost Base	\$11,267	\$11,694	\$22,961
Indirect Costs (MTDC 61%)	\$ 6,873	\$ 7,133	\$14,006
<b>TOTAL PROJECT COSTS</b>	<b>\$43,140</b>	<b>\$18,827</b>	<b>\$61,967</b>

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

Answers:

- 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 Clinical
    - 1
  - RR Subaward Budget Attachment
    - 1
  - PHS 398 Cover Page Supplement
    - 1
    - 2
  - PHS 398 Research Plan
    - 1
- Proposal Summary
  - Summary
  - Supporting Documents
- Proposal Management
  - Permissions
  - Routing & Approval
  - Electronic Submission
- 2
- RR Performance Sites
  - 1
- RR Other Project Information
  - 1
- RR Key Persons
  - 1
- RR Budget
  - 1
  - 2
  - 3
  - 4
- PHS Human Subjects and Clinical
  - 1
- RR Subaward Budget Attachment
  - 1
- PHS 398 Cover Page Supplement
  - 1
  - 2
- PHS 398 Research Plan
  - 1
- Proposal Summary
  - Summary
  - Supporting Documents
- Proposal Management

CLASS DEMO - DO NOT EDIT - Apple PA-HO-777 R01

APPLICATION FOR FEDERAL ASSISTANCE

**SF 424 R&R**

<b>2. DATE SUBMITTED</b>	<b>Applicant Identifier</b>
<input type="text"/>	<input type="text"/>
<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
<input type="text"/>	<input type="text"/>

**1. TYPE OF SUBMISSION**

Pre-application  
 Application  
 Changed/Corrected Application

**4. a. Federal Identifier**

**b. Agency Routing Number**

**c. Previous Grants.gov Tracking ID**

**5. APPLICANT INFORMATION**

Legal Name:  **UEI:**

Department:

Division:

Street1:

Street2:

City:  **County/Parish:**

State/Province:  **Zip/Postal Code:**

Country:

**Person to be contacted on matters involving this application**

Prefix:  **First Name:**  **Middle Name:**  **Last Name:**  **Suffix:**

**Position/Title:**

**Street1:**

**Street2:**

**City:**  **County/Parish:**

**State/Province:**  **Zip/Postal Code:**

**Country:**

**Phone Number:**  **Fax Number:**  **Email:**

**6. EMPLOYER IDENTIFICATION(EIN) or (TIN):**

**7. TYPE OF APPLICANT:**

Other (Specify):

**8. TYPE OF APPLICATION:**

New  
 Resubmission  
 Renewal  
 Continuation  
 Revision

If Revision, mark appropriate box(es).

A. Increase Award  
 B. Decrease Award  
 C. Increase Duration  
 D. Decrease Duration  
 E. Other (specify):

**9. NAME OF FEDERAL AGENCY:**

**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**

**TITLE:**

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**

**12. PROPOSED PROJECT:** **13. CONGRESSIONAL DISTRICT OF:**

Start Date  Applicant

Ending Date

- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export
- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Position/Title:  Organization Name:  Department:  Division:  Street1:  Street2:  City:  County/Parish:  State/Province:  Zip/Postal Code:  Country:

Phone Number:  Fax Number:  Email:

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested

b. Total Non-Federal Funds

c. Total Federal & Non-Federal Funds

d. Estimated Program Income

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

a. YES

b. NO  PROGRAM IS NOT COVERED BY E.O. 12372; OR  PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

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)

I agree

\* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

	Final	Draft	
18. SFLLL or other Explanatory Documentation	No final	No draft	<input type="button" value="Add"/> <input type="button" value="Delete"/>
	--	--	

19. Authorized Representative

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Position/Title:  Organization:  Department:  Division:  Street1:  Street2:  City:  County/Parish:  \* State/Province:  Zip/Postal Code:  Country:

Phone Number:  Fax Number:  Email:

Signature of Authorized Representative  Date Signed

	Final	Draft	
20. Pre-application	No final	No draft	<input type="button" value="Add"/> <input type="button" value="Delete"/>
	--	--	

	Final	Draft	
21. Cover Letter Attachment	No final	No draft	<input type="button" value="Add"/> <input type="button" value="Delete"/>
	--	--	



- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission

### RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

**Apple, Charlie - The Regents of the University of California (Davis) - PD/PI**

Prefix:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

Position/Title:  Organization Name:  Department:  Division:

\* Street1:  Street2:  \* City:  County/Parish:  \* State/Province:  \* Zip/Postal Code:  \* Country:

\* Phone Number:  Fax Number:  \* E-Mail:

Credential, e.g., agency login:

\* Project Role:  Other Project Role Category:

Degree Type:  Degree Year:

	<b>Final</b>	<b>Draft</b>	
* <b>Attach Biographical Sketch</b>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
* <b>Attach Current &amp; Pending Support</b>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Proposals (S2S) Manage Key Persons — Mozilla Firefox

https://ucdavis-uat.cayuse424.com/1067/showProposalPage.do?subsessionId=0&url=/ 90%

Manage Principal Investigator

**Apple, Charlie - The Regents of the University of California (Davis...)** Budget Periods:  1  2

Include Performance Site

	<b>Final</b>	<b>Draft</b>	
Biographical Sketch	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Current & Pending Support	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Role:  Other Project Role Category:

Appointment type (months): Calendar:  Academic:  Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="150,000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4,500"/>	<input type="text" value="1,241"/>	<input type="text" value="5,741"/>
prd 2	<input type="text" value="154,500"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4,635"/>	<input type="text" value="1,315"/>	<input type="text" value="5,950"/>

- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export

PROFILE - Senior/Key Person

1 Senior/Key Person [expand all](#) / [collapse all](#)

---

**Imaginary, Gary - The Regents of the University of California (Davis) - Co-PD/PI**

Prefix:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

Position/Title:  Organization Name: 
  
 Department: 
  
 Division: 
  
 \* Street1:  Street2: 
  
 \* City:  County/Parish: 
  
 \* State/Province:  \* Zip/Postal Code: 
  
 \* Country: 
  
 \* Phone Number:  Fax Number:  \* E-Mail: 
  
 Credential, e.g., agency login: 
  
 \* Project Role:  Other Project Role Category: 
  
 Degree Type: 
  
 Degree Year:

	Final	Draft	
* <b>Attach Biographical Sketch</b>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
* <b>Attach Current &amp; Pending Support</b>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Proposals (S2S) Manage Key Persons — Mozilla Firefox

https://ucdavis-uat.cayuse424.com/1067/showProposalPage.do?subsessionId=0&url=/ 90%

Manage Key Person

---

**Imaginary, Gary - The Regents of the University of California (Davis...** Budget Periods:  1  2

	Final	Draft	
Biographical Sketch	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Current & Pending Support	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Role:  Other Project Role Category:

Appointment type (months): Calendar:  Academic:  Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	130,000	<input type="text"/>	<input type="text"/>	0.270	<input type="text"/>	3,900	1,626	5,526
prd 2	0	133,900	<input type="text"/>	<input type="text"/>	0.270	<input type="text"/>	4,017	1,727	5,744

- 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
- RR Subaward Budget Attachm
- 1
- PHS 398 Cover Page Supplem
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export

**RESEARCH & RELATED BUDGET - SECTION A & B** Budget Period 1 of 2

UEI: TX2DAGQPENZ5

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: The Regents of the University of California (Davis)

Period 1 Start Date: 05/01/2025 End Date: 04/30/2026

**A. Senior/Key Persons in Budget Period 1 of 2** Manage Key Persons

First Name	Mid. Name	Last Name	Project Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mens.	Acad. Mens.	Sum. Mens.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Charlie		Apple	PD/PI	150,000	150,000			0.360			4,500	1,241	5,741
Gary		Imaginary	Co-PD/PI	130,000	0	130,000			0.270		3,900	1,626	5,526
<b>Total Senior/Key Person</b>												11,267	

**B. Other Personnel**

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						

Total Number Other Personnel:

Indirect Cost Types for Sections A and B Above:  
 Req. Salary  On Campus Fringe  On Campus

Total Other Personnel:

Total Salary, Wages and Fringe Benefits (A+B):  11,267

- 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
- RR Subaward Budget Attachm
- 1
- PHS 398 Cover Page Supplem
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission

**RESEARCH & RELATED BUDGET - SECTION C, D, & E** Budget Period 1 of 2

UEI: TX2DAGQPENZ5

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: The Regents of the University of California (Davis)

Period 1 Start Date: 05/01/2025 End Date: 04/30/2026

**C. Equipment Description**

List items and dollar amount for each item exceeding \$5,000

Equipment item	* Funds Requested (\$)
1 MRI	25,000
<input type="button" value="New Equipment Row"/>	
<b>Total Equipment</b>	25,000

Indirect Cost Type:  Excluded

**D. Travel**

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
<b>Total Travel Cost</b>	

Indirect Cost Type:  On Campus

**E. Participant/Trainee Support Costs**

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other <input type="text"/>	
<b>Total Participant/Trainee Support Costs</b>	

Number of Participants/Trainees:

Indirect Cost Type:  Excluded



- 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
- RR Subaward Budget Attachme
- 1
- PHS 398 Cover Page Suppleme
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
  - Summary
  - Supporting Documents
- Proposal Management
  - Permissions
  - Routing & Approval
  - Electronic Submission
  - Proposal History
  - Export

UEI:

Budget Type:  Project  Subaward/Consortium

Enter name of Organization:

Period 1 Start Date:  End Date:

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	<input type="text" value="On Campus"/>	<input type="text"/>
2. Publication Costs	<input type="text" value="On Campus"/>	<input type="text"/>
3. Consultant Services	<input type="text" value="On Campus"/>	<input type="text"/>
4. ADP/Computer Services	<input type="text" value="On Campus"/>	<input type="text"/>
5. Subawards/Consortium/Contractual Costs	.....	<input type="text"/>
> Allocated IDC Base	<input type="text" value="Excluded"/>	<input type="text"/>
6. Equipment or Facility Rental/User Fees	<input type="text" value="On Campus"/>	<input type="text"/>
7. Alterations and Renovations	<input type="text" value="On Campus"/>	<input type="text"/>
8. <input type="text" value="GSR fee/tuition"/>	<input type="text" value="Excluded"/>	<input type="text"/>
9. <input type="text"/>	<input type="text" value="On Campus"/>	<input type="text"/>
10. <input type="text"/>	<input type="text" value="On Campus"/>	<input type="text"/>
11. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
12. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
13. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
14. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
15. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
16. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
17. <input type="text"/>	<input type="text" value="Excluded"/>	<input type="text"/>
<b>Total Other Direct Costs</b>		<input type="text"/>

G. Direct Costs Funds Requested (\$)

**Total Direct Costs (A thru F)**

- 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
- RR Subaward Budget Attachme
- 1
- PHS 398 Cover Page Suppleme
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
  - Summary
  - Supporting Documents

H. Indirect Costs Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing **Applicant Organization**.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. <input type="text" value="On Campus Org Research MTDC"/>	<input type="text" value="61.000"/>	<input type="text" value="11,267"/>	<input type="text" value="6,873"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Indirect Costs</b>			<input type="text" value="6,873"/>

Cognizant Federal Agency   
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs Funds Requested (\$)

**Total Direct and Indirect Institutional Costs (G + H)**

J. Fee Funds Requested (\$)

K. Total Costs and Fee Funds Requested (\$)

**Total Costs and Fee (I + J)**

L. \* Budget Justification (Only attach one file) Final | Draft

No final	No draft	<input type="button" value="Add"/> <input type="button" value="Delete"/>
--	--	





- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management
- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management

**H. Indirect Costs** Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing **Applicant Organization**.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. On Campus Org Research MTDC	61.000	11,694	7,133
2.			
3.			
4.			
<b>Total Indirect Costs</b>			7,133

Cognizant Federal Agency   
 (Agency Name, POC Name, and POC Phone Number)

**I. Total Direct and Indirect Costs** Funds Requested (\$)

<b>Total Direct and Indirect Institutional Costs (G + H)</b>	18,827
--	--------

**J. Fee** Funds Requested (\$)

--	--

**K. Total Costs and Fee** Funds Requested (\$)

<b>Total Costs and Fee (I + J)</b>	18,827
------------------------------------	--------

	Final	Draft	
<b>L. * Budget Justification (Only attach one file)</b>	No final	No draft	<input type="button" value="Add"/> <input type="button" value="Delete"/>

**RESEARCH & RELATED BUDGET - Cumulative Budget**

	Totals (\$)
Section A, Senior/Key Person	22,961
Section B, Other Personnel	
Total Number Other Personnel	
Total Salary, Wages and Fringe Benefits (A+B)	22,961
Section C, Equipment	25,000
Section D, Travel	
1. Domestic	
2. Foreign	
Section E, Participant/Trainee Support Costs	
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other	
6. Number of Participants/Trainees	
Section F, Other Direct Costs	
1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. Other 1	
9. Other 2	
10. Other 3	
11. Other 4	
12. Other 5	
13. Other 6	
14. Other 7	
15. Other 8	
16. Other 9	
17. Other 10	
Section G, Direct Costs (A thru F)	47,961
Section H, Indirect Costs	14,006
Section I, Total Direct and Indirect Costs (G + H)	61,967
Section J, Fee	
Section K, Total Costs and Fee (I + J)	61,967

- 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 Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary

### PHS 398 Cover Page Supplement

**1. Vertebrate Animals Section**  
 Are vertebrate animals euthanized?  Yes  No (this selection is enabled when the 'Vertebrate Animals Used' question on the Other Project Information page is 'Yes')  
 If "Yes" to euthanasia  
 Is method consistent with American Veterinary Medical Association (AVMA) guidelines?  Yes  No  
 If "No" to AVMA guidelines, describe method and provide scientific justification

**2. \*Program Income Section**  
 \*Is program income anticipated during the periods for which the grant support is requested?  
 Yes  No  
 If you checked "Yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise leave this section blank.

*Budget Period	*Anticipated Amount (\$)	*Source(s)
1.		
2.		

**3. Human Embryonic Stem Cells Section**  
 \* Does the proposed project involve human embryonic stem cells?  Yes  No  
 If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: [https://grants.nih.gov/stem\\_cells/registry/current.htm](https://grants.nih.gov/stem_cells/registry/current.htm).  
 Or, if a specific stem cell line cannot be referenced at this time, check the box indicating that one from the registry will be used:  
 Cell Line(s):  Specific stem cell line cannot be referenced at this time. One from the registry will be used.

1.	51.	101.	151.	
50.	100.	150.	200.	

- PHS Human Subjects and Clinical
- 1
- RR Subaward Budget Attachment
- 1
- PHS 398 Cover Page Supplement
- 1
- 2
- PHS 398 Research Plan
- 1
- Proposal Summary
- Summary
- 1
- 2
- RR Performance Sites
- 1
- RR Other Project Information
- 1
- RR Key Persons
- 1
- RR Budget
- 1
- 2
- 3

**4. Human Fetal Tissue Section**  
 \* Does the proposed project involve human fetal tissue obtained from elective abortions?  Yes  No

	Final	Draft	
If "Yes" then provide the HFT Compliance Assurance:	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
If "Yes" then provide the HFT Sample IRB Consent Form	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

### PHS 398 Cover Page Supplement - 2

**5. Inventions and Patents Section (for Renewal applications)**  
 \* Inventions and Patents:  Yes  No  
 If the answer is "Yes" then please answer the following:  
 \* Previously Reported:  Yes  No

**6. Change of Investigator / Change of Institution Section**  
 Change of Project Director / Principal Investigator  
 Name of former Project Director/Principal Investigator:  
 Prefix: \* First Name: Middle Name: \* Last Name: Suffix:  
 Change of Recipient Organization  
 \* Name of former organization:

- 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 Clinical
  - 1
  - RR Subaward Budget Attachment
  - 1
  - PHS 398 Cover Page Supplement
  - 1
  - 2
  - PHS 398 Research Plan
  - 1
- 
- Proposal Summary
- Summary
  - Supporting Documents
- Proposal Management
- Permissions
  - Routing & Approval
  - Electronic Submission
  - Proposal History
  - Export
- 
- 1
  - RR Other Project Information
  - 1
  - RR Key Persons
  - 1
  - RR Budget
  - 1
  - 2
  - 3
  - 4
  - PHS Human Subjects and Clinical
  - 1
  - RR Subaward Budget Attachment
  - 1
  - PHS 398 Cover Page Supplement
  - 1
  - 2
  - PHS 398 Research Plan
  - 1
- 
- Proposal Summary
- Summary
  - Supporting Documents

## PHS 398 Research Plan

Please attach applicable sections of the research plan below.

	Final	Draft	
0. Composite <span style="color: orange;">?</span>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
1. Introduction to Application	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
2. Specific Aims	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
3. * Research Strategy	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
4. Progress Report Publication List	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

---

Other Research Plan Sections

	Final	Draft	
5. Vertebrate Animals	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
6. Select Agent Research	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
7. Multiple PD/PI Leadership Plan	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
8. Consortium/Contractual Arrangements	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
9. Letters of Support <span style="color: orange;">?</span> <i>(learn about appending attachments)</i>	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
10. Resource Sharing Plan(s)	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
11. Other Plan(s)	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>
12. Authentication of Key Biological and/or Chemical Resources	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

---

	Final	Draft	
13. Appendix (if applicable)	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

1

## Preparing a Subaward Proposal

The screenshot shows the Cayuse Proposals (S2S) interface. The user is logged in as Perry King. The 'Proposals' tab is selected in the navigation bar. A '+ Create Proposal' button is highlighted with a green box. Below the navigation bar, there is a search bar, 'Show All' and 'Expand All / Collapse All' links, and a table of proposals.

Proposal	Title	PI	Modified	Type	Deadline
R 18-3358 <a href="#">Optimizing Irrigation for Sustainable Production of Almonds</a>	Optimizing Irrigation for Sustainable Production of Almonds, Apples and	Shackel, Kenneth	04-12-2023	Specialty Crop Research Initiative Request for P	12-08-2017
R 24-0147 - <a href="#">Anthony Karnezis - DoD</a>	Role of TP53 p72R SNP in high-grade serous carcinoma	Karnezis, Anthony	07-21-2023	DOD Ovarian Cancer Pilot Award	07-21-2023

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**

**Grants.gov**  
Proposals for federal opportunities downloaded from and submittable to Grants.gov.

**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.

**Research Subaward Proposal**  
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the 424 RR Budget.

**Training Subaward Proposal**  
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the PHS 398 Training Budget.

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 [ORCayuseHelp@ucdavis.edu](mailto: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**.

**Create New Subaward**

Subaward Name:

Organization:

# of Budget periods:  1  2  3  4  5  6

Due Date:

Validation Type:

Please select...  
Please select...  
NIH  
CDC  
FDA  
SAMHSA  
AHRQ  
USU  
NIST  
NOAA  
HRSA  
HHS - Other  
NSF  
NSF Program Solicitation  
NIFA  
CDMRP  
NASA  
Other Federal Agency  
Other - Minimal

Proposals List > Rutgers University subaward

Proposals List

RR Performance Sites  
1  
RR Key Persons  
1  
 RR Budget  
1  
2  
3  
4

Proposal Summary  
Summary  
Supporting Documents

Proposal Management  
Permissions  
Routing & Approval  
Proposal History  
Export

Rutgers University subaward

### Proposal Export

Enter a name for the exported file: .cayuse

(This proposal must be approved and you must be authorized to export.)

(Run final validation checks - **recommended**.)

- The list of forms on the left is typically shorter for a subaward than for other proposals.
- Especially helpful for subawards, the **Proposal Export** icon allows you to export the proposal as a “.cayuse” file.
  - If the Prime Applicant organization also uses Cayuse 424, sending them a “.cayuse” file will save them from having to cut-and-paste the details into their proposal (to the sponsor).

Error (11) / Warning (0) / Info (0) NIH

# Cayuse Professional Profiles

## 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**
  - 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 can 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 List

 Search

[Show All](#)

Recently Viewed

[Expand All / Collapse All](#)

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

People

 Search

@ The Regents of the University of California (Davis) - UC Davis

[Show All](#)

Recently Viewed: 3 people

[Admin, Amie](#)

[Apple, Charlie](#)

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**.

People

 Search

@ The Regents of the University of California (Davis) - UC Davis

[Show Recently Viewed](#) | [Show All](#)

Search Results: 1 person

[Imaginary, Gary](#)

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.



People

imaginary Search

@ The Regents of the University of California (Davis) - UC Davis

[Show Recently Viewed](#) | [Show All](#)

Search Results: 1 person

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 [orcayusehelp@ucdavis.edu](mailto:orcayusehelp@ucdavis.edu)**. Include this information:

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

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



People

imaginary Search

@ The Regents of the University of California (Davis) - UC Davis

[Show Recently Viewed](#) | [Show All](#)

Search Results: 1 person

**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 [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu) 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

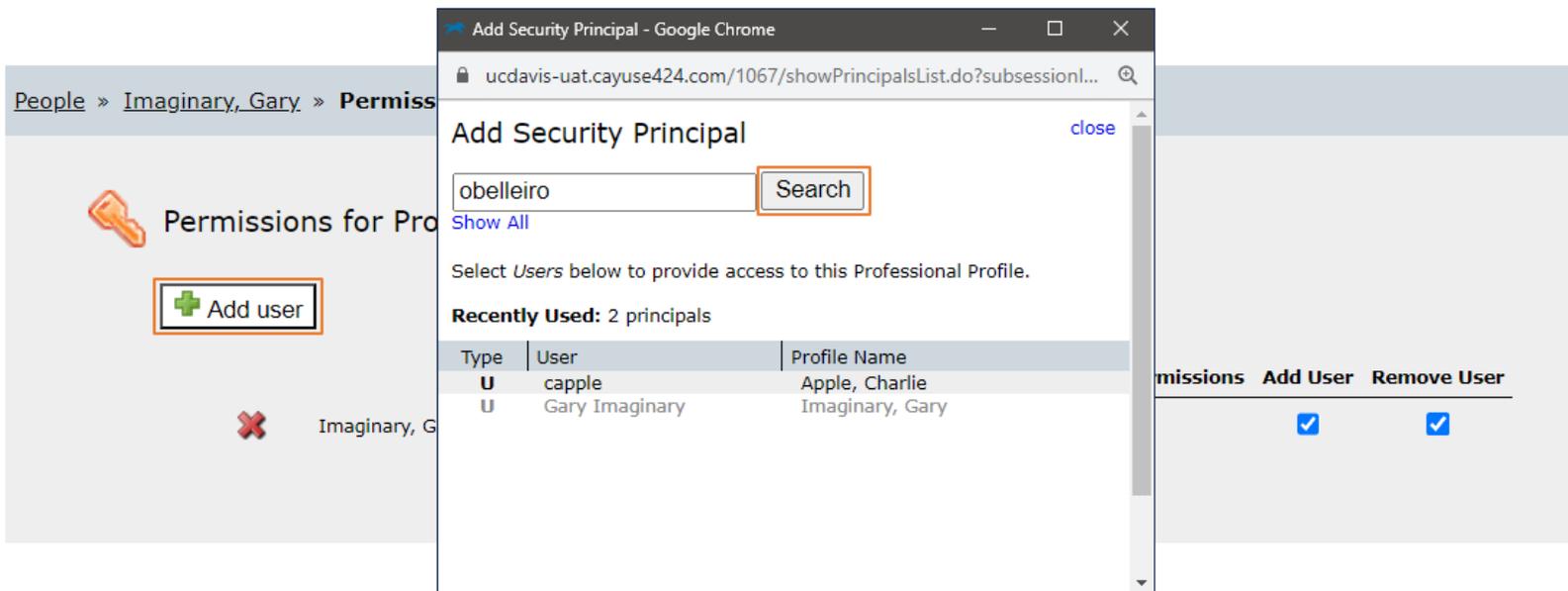
The screenshot shows the 'Professional Profile' page for 'Imaginary, Gary'. The page is divided into two main sections. On the left is a navigation menu with 'General Personal Information' (containing links for Name, Degrees, Demographics, and Biosketches) and '1 Institutional Association' (containing a link for 'UC Davis (Cinema & Digital Media)' and sub-links for Contact Info, eRA Role, Dept / Division / Title, Salary and Fringe Worksheet, and Performance Site). A 'Routing Profile' button is at the bottom of the menu. On the right is the 'Name' section, which includes a 'Rename' button and input fields for Prefix, First (Gary), Middle, Last (Imaginary), and Suffix. Below these are input fields for NIH Commons ID (gimaginary), NASA NSPIRES ID (spacegary), and NSF ID.

Professional Profile: **Imaginary, Gary**

Let's start with **Permissions** in the top right.

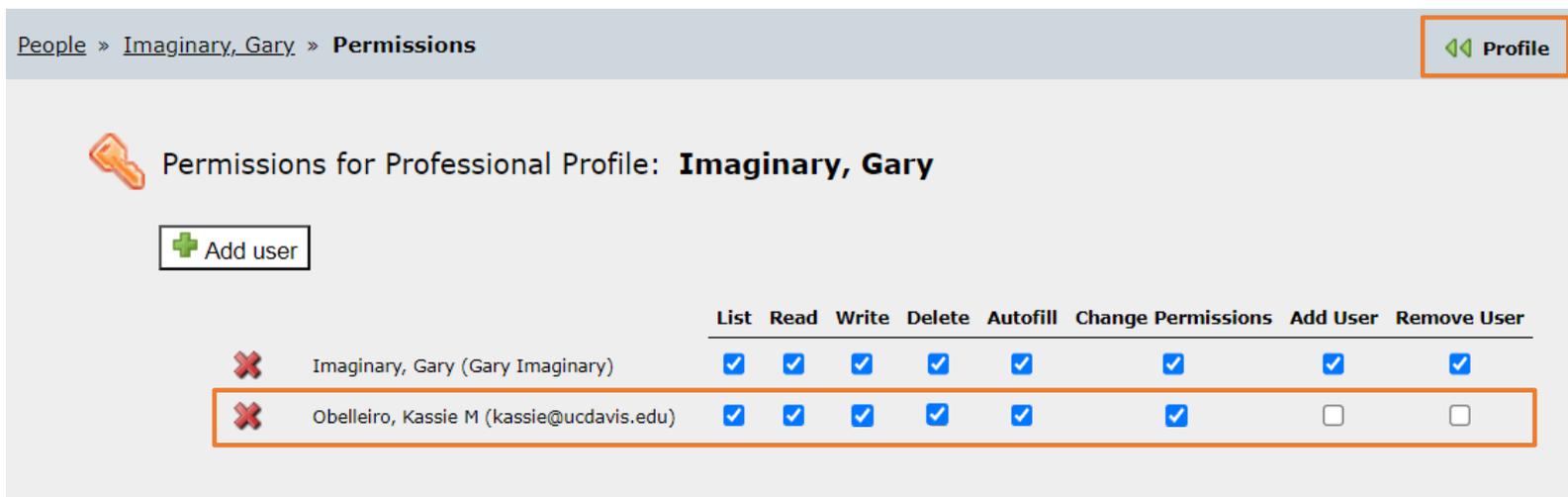
Use **Permissions** to assign another person access to your own Professional Profile.

- You cannot update **Permissions** when viewing someone else's profile.



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**.



- 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

People > **Imaginary, Gary**   Permissions

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

### Name Rename

Prefix:

First: Gary

Middle:

Last: Imaginary

Suffix:

---

NIH Commons ID:

---

NASA NSPIRES ID:

---

NSF ID:

Select **Rename** to edit name.

If you add the NIH Commons ID here, it will auto-populate into Cayuse 424 proposals.

- Ignore the NASA and NSF entries.
  - NASA proposals must use NSPIRES, not Cayuse 424.
  - NSF proposals use Research.gov, not Cayuse 424.

**Important:** Whenever you edit any Professional Profile page, click the save icon  in the top right to save it.

## Degrees Field

People > **Imaginary, Gary**  Permissions

Professional Profile: **Imaginary, Gary** 

**General Personal Information**

[Name](#)

0 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

### Degrees 0

**NIH Degrees**  
(comma separated, max of 3):

---

**Senior/Key Person Degree Type:**

**Senior/Key Person Degree Year:**

---

**NSF Degree Type:**

**NSF Degree Year:**

Enter degree information here to auto-populate into NIH or other Cayuse 424 proposals.

- Ignore the NSF fields since NSF uses Research.gov, not Cayuse 424.

## Demographics Field

People » **Imaginary, Gary** Permissions

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

**Demographics**

Gender: Please Select...

**Race (Check all that apply):**

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Do Not Wish to Provide

Ethnicity: Please Select...

Citizenship: Please Select...

**Disability Status (Check all that apply):**

Hearing  
 Visual  
 Mobility/Orthopedic Impairment  
 Other  
 None  
 Do Not Wish to Provide

**Ignore this tab.**

UC Davis does not collect nor distribute demographics information.

## Biosketches & Institutional Association

People » **Imaginary, Gary** Permissions

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

**Biosketches**

Add Biosketch

Currently no Biosketches are filed in Proposals (S2S) for "Imaginary, Gary."

**SPO recommends you ignore this tab.**

- Biosketches should be updated for each proposal application.
- Biosketches added here may become out of date.

**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

People > Imaginary, Gary

Permissions

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

Zip/Postal Code: 95616

County: Yolo

Country: United States

Phone:

Fax:

Email: gimaginary@ucdavis.edu

Enter the individual's **workplace contact info**, not where the project work is to be performed.

- That goes under **Performance Site** below.

## eRA Role

People > Imaginary, Gary

Permissions

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)

### eRA Role

- Role(s):
- Principal Investigator
  - Assistant
  - Administrative Official
  - Signing Official / "AOR"
  - Payee

**This section is important.**

Select **Principal Investigator** if the individual is to be added to a Cayuse 424 proposal.

- If **Principal Investigator** is not selected, their name will not appear when searched for in Cayuse 424.

All others should select **Assistant**.

- 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

**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)

**Department / Division / Title**

[Select Division and Department]

Code	Title
Department: 040331	Cinema & Digital Media
Division: 17	LS: Arts & Humanities

Position/title: Pretend Professor

NASA

Is this appointment an employee of the U.S. Government?  
 If yes, select U.S. Government agency:

Is this appointment an employee of a foreign organization?

- 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

People » **Imaginary, Gary** Permissions

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)

**Salary / Appointment type**

Employee ID: 55555555

Appt Type:

Months Salary	
Calendar:	
Academic:	9.0 130000
Summer:	3.0

**Fringe Worksheet**

Import Institutional Rates

Category	Entry (\$)	Factor (%)
Faculty Acad MSP ST		39.6

New Row

Base Fringe Rate: %  
Fringe Rate Total: 39.60%

0

Manually enter details here to auto-populate into Cayuse 424 proposals.

- Of course, entries can grow out-of-date, so always double-check auto-populated info.

## Performance Site

People > Imaginary, Gary

Permissions

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)

Performance Site  Active

Fill from Contact/Org Info

Organization Name: The Regents of the University of California (Davis)

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

Congressional District: CA-004

Enter the primary location where project work will be performed.

- If same as **Contact Info**, select **Fill from Contact/Org Info**.

Click **Active**

[Institutional Information](#)

## Routing Profile

People > Imaginary, Gary

Permissions

Professional Profile: **Imaginary**

### 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

Manage Routing Profile - Google Chrome

ucdavis-uat.cayuse424.com/1067/editRoutingProfile.do?subsessionId=0&affId=1027136111&d...

## Manage Routing Profile

Imaginary, Gary - UC Davis: Cinema & Digital Media

Next Reviewer

Bell, Patrick B (OVCR - Sponsored Programs)

1 Delegate

1. Duperron, Terrence P - OVCR - Sponsored Programs

**Do not use the Routing Profile.**

This populates the Cayuse 424 **Routing Chain**, which as you'll recall, **SPO does not use**.

## Resources

### Contact Us

Let us know how we did: [https://ucdavis.co1.qualtrics.com/jfe/form/SV\\_ON7ipLAZI1yT8TI](https://ucdavis.co1.qualtrics.com/jfe/form/SV_ON7ipLAZI1yT8TI)

Shanna Nation Jose  
Proposals Team Analyst  
Tel: 530 754 8318  
Email: [snation@ucdavis.edu](mailto:snation@ucdavis.edu)

Perry King  
Training Officer  
Tel: 530 304 8137  
Email: [pking@ucdavis.edu](mailto:pking@ucdavis.edu)

### 424 Resources

1. [Learn: Cayuse 424 page](#)
  1. Written materials:
    1. [Cayuse 424 Tips](#) – 1-page list of Cayuse 424 reminders & tips for department administrators
    2. [Setting up Your Cayuse Professional Profile](#) – 12-page document with screenshots on setting up your professional profile in Cayuse 424
    3. [Cayuse 424 User Guide](#) – 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. [How to Prepare a Cayuse 424 Proposal](#) – YouTube video short (12:33)
    3. [Managing Professional Profiles](#) – 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](mailto:proposals@ucdavis.edu)
- Awards: [awards@ucdavis.edu](mailto:awards@ucdavis.edu)
- Subawards: [subawards@ucdavis.edu](mailto:subawards@ucdavis.edu)
- Closeouts: [closeouts@ucdavis.edu](mailto:closeouts@ucdavis.edu)
- eRA Help: [SPOeRAhelp@ucdavis.edu](mailto:SPOeRAhelp@ucdavis.edu)
- Cayuse Help Desk: [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu)
- Training: [SPOTraining@ucdavis.edu](mailto:SPOTraining@ucdavis.edu)
- Negotiations: [OR-SPO-Negotiation-Team@ad3.ucdavis.edu](mailto:OR-SPO-Negotiation-Team@ad3.ucdavis.edu)
  
- [SPO Contact Us webpage](#)
- [Sponsored Programs Office \(SPO\)](#)
- [SPO Proposal and Award Learning Resources](#)

## 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=MnVMTXN5SDRuM0RITzIKUjNmdjl5Zz09>

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

## Research Administration Forum

Forum for department research administrators to:

### Hear updates

Sponsored Programs Office (SPO)  
Contracts and Grants Accounting (CGA)  
Research Ethics and Compliance Office (RECO)

### Ask questions

### Provide feedback

IRB Administration  
IACUC  
Technology Transfer

Join via [Zoom](#)  
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 [X](#) and [YouTube](#)!

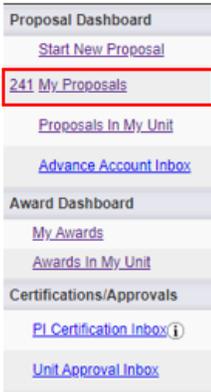
# Addendum

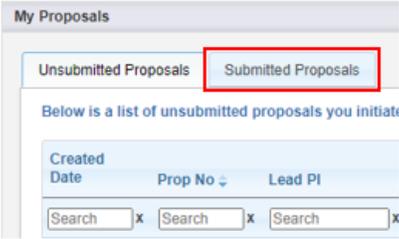
## How to Pull Content from Cayuse SP to Paste into 424

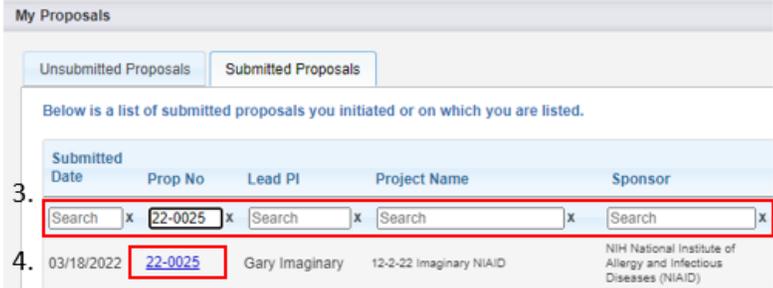
Most folks already have their proposal content in place, but we include this process in case it's helpful.

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 have to 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.

1. 

2. 

3. 

Submitted Date	Prop No	Lead PI	Project Name	Sponsor
03/18/2022	<b>22-0025</b>	Gary Imaginary	12-2-22 Imaginary NIAID	NIH National Institute of Allergy and Infectious Diseases (NIAID)

4. 

5. 

Note the PDF icon. This can be used for Method 2.

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** 

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Status	Flags
03/18/2022	<a href="#">22-0025</a>	Gary Imaginary	12-2-22 Imaginary NIAID	NIH National Institute of Allergy and Infectious Diseases (NIAID)	12/02/2022	Owner	Funded	<a href="#">Copy</a> 

22-0025 - Socio-ecological factors in Malaria transmission PI: Imaginary, Gary Page: 1 of 5

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

Proposal No: 22-0025	Sponsor Deadline: 12/02/2022 5:00 PM Pacific
Parent Project: A23-0015	Clinical Trials: No
Proposal Type: New	Electronic: Yes (Cayuse 424)
Instrument Type: Grant	Primary Administrative Contact: Amie Admin
Admin Unit: 061821 - OVCR - Sponsored Programs	Affiliated Center/Institute:

Funding Agency: NIH National Institute of Allergy and Infectious Diseases (NIAID)	ARRA Funded: No Answer
Sponsor Program Name: National Institutes of Health NIAID	Contact Person: Amie Admin
Opportunity/Sponsor Number: NIH NIAID PA-19-077	Contact Phone: 530-574-5555
Prime Agency: NIH National Institute of Allergy and Infectious Diseases (NIAID)	Contact Email: aadmin@ucdavis.edu

**Project Title**  
Socio-ecological factors in Malaria transmission

**Investigators/Research Team**  
**Gary Imaginary** - Lead Principal Investigator

Sponsored Effort: 3%	Cost Shared Effort: 0%	Period Months: 0.36	Allocation of Credit: 100%
Dept No: 040331	Dept: Cinema & Digital Media		

**Budget**

Lead PI: Gary Imaginary	Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID)
Budget Form Type: Summary	
# of Budget Periods: 1	
Comments:	

Project Dates:	Current Period	Total Project
Start:	01/01/23	03/01/23
End:	12/31/26	02/28/27

**Cost Sharing**

Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

**For Internal Cost Sharing: please select "Intl Cost Sharing" as the unit, enter the total amount of all internal cost sharing for the Period and then for Project Total and upload the cost sharing commitment letter(s) in Proposal Attachments.**

No