

IPF Approvers Guide

Users with the **IPF Approver** role review and authorize IPFs (Internal Processing Forms in Cayuse SP) on behalf of their unit(s).

- This role is usually assigned to department chairs or unit directors.
- The dean's offices in both the **School of Medicine** and the **School of Veterinary Medicine** also have **IPF Approvers** who additionally review and authorize IPFs.

Accessing Cayuse SP

- Login to [Cayuse SP](#) with your Kerberos ID and Password
 - Select **Cayuse SP**



Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)

Approving Proposals in Your Unit

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

The screenshot shows the Cayuse Research Suite interface. On the left is a navigation sidebar with sections: Proposal Dashboard (Start New Proposal, My Proposals (5), Proposals In My Unit, Advance Account Inbox), Award Dashboard (My Awards, Awards In My Unit), and Certifications/Approvals (PI Certification Inbox, Unit Approval Inbox (1) with a red double arrow). The main content area is titled "Unit Approval Inbox" and has two tabs: "To Be Authorized" (selected) and "Previously Reviewed". Below the tabs is a message: "Below is a list of proposals that require your authorization as a unit proposal approver. See Research Contacts for a complete listing of roles in your unit." A table follows with columns: Prop No. (20-2535), PI (Apple), Unit (OVCR - Sponsored Programs), and Project Name (12/11/2018 Apple NSF). At the bottom of the table is "View 1 - 1 of 1".

Prop No.	PI	Unit	Project Name
20-2535	Apple	OVCR - Sponsored Programs	12/11/2018 Apple NSF

2. Determine whether the Lead PI and Co-PIs have **certified** the IPF.
 The Sponsored Programs Office (SPO) will not assign the IPF for review until it has been certified by the Lead PI and Co-PIs, if applicable.
 - a. Certification does not need to be complete in order for you to authorize the proposal, but if it has not been completed, it may speed the process if you prompt the investigators to certify.

Proposal Routing Status

Proposal: [20-2535](#)  Sponsor: National Science Foundation (NSF) Submission Deadline: 12/1

Project: Prime Sponsor: Proposed Begin-End Dates: 7/01

Lead PI: [Charlie Apple](#) Instrument Type: Grant Proposed Total Amount: \$3,9

Admin Unit: OVCR - Sponsored Programs Specialists:

Project Title: Socio-ecological factors in Malaria transmission

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

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

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

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Certified on 02/14/2020 12:32 PM PST
Kassie Obelleiro	Principal Investigator	Certified on 02/25/2020 03:34 PM PST

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

Proposal Routing Status

Proposal: [20-2535](#) 

Project:

Lead PI: [Charlie Apple](#)

Admin Unit: OVCR - Sponsored Programs

Project Title: Socio-ecological factors in Malaria transmission

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

4. Navigate to each section/tab by selecting the links under the Item List.

5. Review the IPF as appropriate. At a **minimum** review the following:

a. General Information

- i. Appropriateness of the sponsor
- ii. Accuracy of the administrative unit (related to indirect cost return)

b. Investigators/Research Team

- i. Home unit (related to effort)
- ii. PI eligibility
- iii. Reasonableness of effort commitment
- iv. Approval of cost-shared effort
- v. Availability of key personnel to conduct the project
- vi. Sufficient funding for staff listed

c. Budget

- i. Appropriateness of budget, including cost sharing

Item List [20-2535](#) 

View or Edit completed sections by clicking the name next to the check.

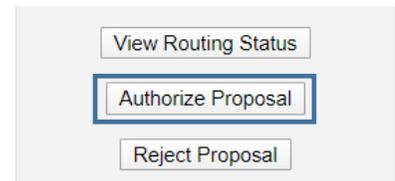
-  General Information [>>](#)
-  [Investigators/Research Team](#)
-  [Budget](#)
-  [Financial Conflicts of Interest in Research](#)
-  [Regulatory Compliance](#)
-  [Subrecipients](#)
-  [Foreign Activity](#)
-  [Special Interest](#)
-  [Additional Questions](#)
-  [Location of Sponsored Activities](#)
-  [Proposal Abstract](#)
-  [Proposal Attachments](#)
-  [Approving Units](#)
- [Submission Notes](#)

- d. **Financial Conflicts of Interest in Research**
 - i. Appropriateness of Data Protection Level
- e. **Regulatory Compliance**
 - i. Human subjects, vertebrate animals and/or hazardous research materials
- f. **Subrecipients**
 - i. Appropriateness of Subrecipients
- g. **Foreign Activity**
 - i. Proprietary research, foreign activities, military implications or export control
- h. **Special Interest**
 - i. Stem cells, human fetal tissue, diving/boats, High Performance Computing (HPC) clusters, Dual Use Research of Concern, or small business involvement
- i. **Additional Questions**
 - i. Leasing new space, benefits to proposal from UC Davis funding sources and health relatedness
- j. **Location of Sponsored Activities**
 - i. Is the space for the project adequate and available for the full project period?
 - ii. If additional space is needed, are the appropriate commitments in place?
- k. **Proposal Abstract**
 - i. Review attachments for financial resources, space, faculty/staff time and appropriateness.
- l. **Submission Notes**
 - i. View for any important notes.

6. Once you have reviewed the Proposal:

- a. If you **approve** the Proposal for submission to SPO:
 - i. Select **Authorize Proposal**.
 - ii. Enter any comments or additional information.
 - iii. Select **Submit Authorization** if you understand and assume the following responsibilities with respect to this proposal:

1. It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
2. That the Department/Center/Institute has agreed to provide the resources identified in this proposal.
3. That all investigators on this proposal either have **Regular Eligibility** to be an investigator in accordance with [PPM 230-02](#), or if they do not have **Regular Eligibility**, I support their application to be a PI by Exception by my approval of this proposal and the completed PI Exception form(s) which are attached to this proposal.
4. That in the event that the PI does not complete any report or other obligation required as a result of an award based on this proposal, that my department will assume responsibility for completion of that obligation(s).
5. When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.



6. When applicable, since the University policy mandates only full-time, permanent EPA employees may serve as principal investigator (PI); with respect to this application, I approve that this individual is eligible to serve in the role of PI despite his/her part-time employment status.

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

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

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

>> Proposal Rejection

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

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

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