



# The UC Davis Sponsored Programs Office

is a service unit that provides collaborative assistance to **help PIs and department administrators** navigate the complexity of contract and grant proposals, awards and subawards.

<https://research.ucdavis.edu/about/offices/spo-office/>

## Proposal Preparation and Submission

Resources, instructions and tools for submitting proposals, letters of intent and pre-proposals are found on our website, including:

- [Proposal Preparation Checklist](#)
- [Proposal Preparation and Submission Handbook](#)
- [Proposal Budget Templates](#)
- [Institutional Information](#)

## Cayuse Research Suite

[ucdavis.cayuse424.com](http://ucdavis.cayuse424.com)

Cayuse is the electronic research administration (eRA) system that PIs and department administrators use to prepare contract and grant proposals.

**Cayuse SP** is used to route proposals internally at UC Davis for approval and compliance review.

- [Learn: Cayuse SP](#)
- [Quick Reference Guide](#)
- [Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers](#)

**Cayuse 424** is used in place of Workspace (grants.gov) to submit proposals to MOST sponsors.

- [Learn: Cayuse 424](#)
- [Setting up Your Professional Profile](#)
- [Handbook for Submitting a Proposal with Subawards](#)

## Awards and Award Modifications

Resources, instructions and tools are found on our website for such award actions as:

- Forwarding a Notice of Award to Sponsored Programs
- Requesting Award Amendments
- Submitting a Progress Report
- Closing out an Award

# Sponsored Programs Office

## Contact Us

- 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)

## Learning Opportunities

Offered through the UC Learning Center:

### Research Administration classes

Individual classes on Intellectual Property, Research Administration, Grants and Sponsored Programs, and Research Compliance

### Research Administration Certification Series (RACS)

Sponsored jointly with Contracts and Grants Accounting, this series is designed to provide participants with a basic foundation for the administration of sponsored programs.

### electronic Research Administration (eRA) Certificate Series

This series is designed to provide a broad base of knowledge on the eRA systems used by UC Davis.

## Stay Informed

**Contracts & Grants (C&G) listserv:** Primary mechanism for informing the campus community of the latest research administration news.

<https://lists.ucdavis.edu/sympa/subscribe/ovcr-cg>

### **Research Administration Forums**

Get updates on policies, laws, procedures and more that affect contracts and grants at UC Davis. Engage and network with contract and grant administrators. Ask questions and provide feedback.

4<sup>th</sup> Wednesday of each month, January through October.

8:30–10:00 am

via Zoom (<https://ucdavis.zoom.us/j/99842677540>)

[Previous Forum materials](#) (incl. videos)

