

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

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
- Awards: awards@ucdavis.edu
- Subawards: subawards@ucdavis.edu
- Closeouts: closeouts@ucdavis.edu
- eRA Help: SPOeRAhelp@ucdavis.edu
- Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Training: 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.

4th 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)



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