Cayuse SP & 424 Training
June 14, 2018
1. Submitting a Proposal as a Subawardee (incoming subaward)
2. Open Discussion/Questions
Training Outline

• What is an (incoming) Subaward
• Required Elements (at Proposal stage)
• Cayuse Hands on Lab
• Q&A
• Resources

Handouts

• Presentation
• Scripts for Today’s Tasks
• Handbook for Submitting a Proposal as a Subawardee
What is an (incoming) Subaward?

• Key Terms
  • **Prime Applicant**: The institution submitting the proposal to the funding sponsor and that will receive the award if funded.
  • **Sponsor**: The sponsor to which UC Davis is applying.
  • **Prime Sponsor**: The funding sponsor to which the prime applicant is applying, such as the National Institutes of Health.
  • **Proposal**: Proposals in which UC Davis is the subawardee institution, are classified as proposals.
  • **Awards**: Awards in which UC Davis is the subawardee institution, are classified as awards.

What is an (incoming) Subaward?

• UC Davis is performing a portion of the project and:
  • Our Scope of Work is **intellectually significant** and **separable** from the overall project’s programmatic effort,
  • We have programmatic **decision making**,.
  • Our work could result in the development of **intellectual property** or **publishable results**, and/or
  • We will need **animal and/or human subjects** approval.
  • Terms are influenced by the prime agreement and UC/UC Davis policy
What is an (incoming) Subaward

Prime Applicant
• Submits proposal to Prime Sponsor
• Enter in Sponsor field of the Cayuse SP IPF
• Issues Subawards once awarded

Subawardee
• Submits subaward proposal to Prime Applicant
• Receives subaward from Prime Applicant if funded

Prime Sponsor
• Receives proposal from Prime Applicant
• Makes funding decision
• Provides award funding if funded

Required Elements
Proposal Stage
Required Elements – Cayuse SP

- The same elements are required when UC Davis is the subawardee institution as when UC Davis is the prime applicant. These include, at a minimum:
  - Sponsor and/or program guidelines
    - If no published guidelines, provide any communication from the prime sponsor
  - Prime applicant guidelines and deadline materials are due to them
  - UC Davis Scope of Work (may be draft at the time of submission to Sponsored Programs)
  - UC Davis Budget
  - UC Davis Budget Justification
  - If UC Davis has subawards on our project, also provide the standard (outgoing) Subaward required elements ([https://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/#What%20is%20an%20Outgoing%20Subaward](https://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/#What%20is%20an%20Outgoing%20Subaward))

Cayuse Lab

1. Cayuse SP Internal Processing Form (IPF)/Proposal
2. Create the Cayuse 424 Proposal
Lab
Log-in to Cayuse

• Use Mozilla FireFox

• Login to:
  https://ucdavis-uat.cayuse424.com/
  • Username: amieadmin
  • Password: catcat

• Select Cayuse SP

Resources and Help

• SPO – Preparing and Submitting Proposals:
  https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-proposal/

• UC Davis Cayuse Landing Page: http://spark.ucdavis.edu/cayuse/

• Help Guides and Videos: http://spark.ucdavis.edu/training/

• Cayuse Listserv:
  https://lists.ucdavis.edu/sympa/subscribe/spark_info

• Cayuse Help Desk: ORCayuseHelp@ucdavis.edu

• Cayuse Training Sessions: http://spark.ucdavis.edu/training/