Cayuse SP & 424 Training

1. Submitting a Proposal with (outgoing) Subawards
2. Open Discussion/Questions
Training Outline

• What is an (outgoing) Subaward?
• Required Elements (at Proposal stage)
• Cayuse Demo and Hands-on Lab
• Next Steps after Award
• Q&A
• Resources
Handouts

• Presentation

• Scripts for Today’s Tasks

• Handbook for Submitting a Proposal with (outgoing) Subawards

• Subaward or Contractor/Vendor Guidance
What is an (outgoing) Subaward

http://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/#What%20is%20an%20Outgoing%20Subaward
What is an (outgoing) Subaward

• Incoming Subawards = Awards

• Outgoing Subawards = Subawards
  • Terms are influenced by the prime agreement
  • Another organization is performing a portion of the project and:
    • Their Scope of Work is **intellectually significant** and **separable** from the overall project’s programmatic effort,
    • They have programmatic **decision making**, 
    • Their work could result in the development of **intellectual property** or **publishable results**, and/or
    • They will need **animal and/or human subjects** approval.
## Subaward vs. Procurement Contract

<table>
<thead>
<tr>
<th>Subaward</th>
<th>Procurement Contact/Service Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaward organization <strong>lead is senior personnel</strong> on the project</td>
<td>Management at organization is <strong>not senior personnel</strong></td>
</tr>
<tr>
<td>Subject to <strong>federal audit requirements</strong> associated with Prime Award</td>
<td>Work at organization is <strong>not subject to audit monitoring</strong></td>
</tr>
<tr>
<td>Typically issued to an organization such as a <strong>university or other non-profit</strong></td>
<td>Issued to <strong>individual or organization</strong>; entity <strong>may or may not be identified on proposal</strong></td>
</tr>
<tr>
<td>Requires a <strong>detailed statement of work</strong></td>
<td>Requires a statement of work, but <strong>might be less detailed</strong></td>
</tr>
<tr>
<td><strong>Budget is detailed and effort</strong> of senior personnel is specified</td>
<td>Budgeted amount is usually only a <strong>lump sum or by sample cost</strong>; personnel not usually listed</td>
</tr>
<tr>
<td><strong>Intellectual property ownership is shared</strong> when jointly created; <strong>publication is encouraged</strong></td>
<td>Service provider does <strong>not own (or create) intellectual property</strong> stemming from sponsored project</td>
</tr>
<tr>
<td>Subrecipient performs <strong>substantive programmatic work</strong> as described in the proposal</td>
<td>Service provider <strong>provides the services to many different purchasers</strong> as part of its <strong>normal business operations</strong></td>
</tr>
<tr>
<td><strong>Services are not commercially available</strong> on the open market</td>
<td>Operates in a <strong>competitive environment</strong>; services are <strong>commercially available</strong> on the open market</td>
</tr>
<tr>
<td>Subrecipient bears responsibility for <strong>programmatic decision making</strong> and has <strong>measurable performance requirements</strong></td>
<td>Organization <strong>does not make programmatic decisions</strong> related to the project; UC Davis does not provide oversight or management over activities performed at subrecipient</td>
</tr>
<tr>
<td><strong>Terms and conditions flow down from prime</strong></td>
<td><strong>Terms and conditions do not flow down</strong></td>
</tr>
<tr>
<td>Subrecipient has responsibility for adherence to applicable program <strong>compliance requirements</strong> (IACUC, IRB, COI)</td>
<td>Vendor is <strong>not subject to compliance requirements</strong> of the program</td>
</tr>
</tbody>
</table>
Required Elements

Proposal Stage

Required Elements – Cayuse SP

• Identify the Subawardee institution(s)
• Upload two(2) PDFs per Subawardee institution with the following:
  • First PDF
    • Subrecipient Commitment Form or Multiple Campus Award (MCA) Commitment Form (if UC campus)
  • Second PDF
    • Scope of Work with description of work, proposed timelines and deliverables
    • Budget and Budget Justification, including direct and indirect costs
    • Any additional items
• If the Subawardee does not have a current federally negotiated F&A rate, they may do one of the following:
  • Use the minimum F&A rate of 10% MTDC (this will be applied to all future subawards at UC Davis)
  • Negotiate an F&A rate with their Cognizant Federal Agency
  • Not charge F&A
  • Negotiate an F&A rate with UC Davis’ Costing Policy & Analysis Division
Cayuse Demo and Lab

1. Confirm Subawardee Institution is in Cayuse 424
2. Cayuse SP Internal Processing Form (IPF)/Proposal
   a) Identify institution(s) on the Subawards tab
   b) Upload required documents as Proposal Attachments
3. Add to Cayuse 424 Proposal
**Demo**

Step 1: Confirm the Institution is in Cayuse 424 and F&A rate options are listed

- *Important to do this first before adding the Subaward to a 424 proposal*

**Instructions**

1. Select Cayuse 424
Demo

Step 1: Confirm the Institution is in Cayuse 424

Instructions

2. Select Institutional Profiles
Demo
Step 1: Confirm the Institution is in Cayuse 424

Instructions
3. Enter the institution’s name in the text field and select “Search”
Demo

Step 1: Confirm the Institution is in Cayuse 424

Instructions

4. View the search results
Demo

Step 1: Confirm the Institution is in Cayuse 424

Instructions

5. Confirm that F&A Rate (Indirect Costs) options are available
   a. Select Indirect Costs
Demo
Step 1: Confirm the Institution is in Cayuse 424

Institutional Profile: The Regents of the University of California (Irvine)

Indirect Costs

I. Define Indirect Cost Types

This Institutional Profile has 4 Indirect Cost Types.

(Select type to view/edit.) MTDC Other TC TDC

Delete "MTDC"

Rename "MTDC"

To define cost type "MTDC", enter starting dates and percentage rates below.

Entry #1: Period Start Date: Rate: 0.0 %

New Date and Rate

II. Default Indirect Cost Type for Budget Page Items.
Demo
Step 1: Confirm the Institution is in Cayuse 424

Instructions

6. If the institution and F&A Rate options are listed, proceed to Cayuse SP or Cayuse 424 proposal entry
7. If the institution and/or F&A Rate options not listed, request the institution and/or rate options be added
   a. Email ORCayuseHelp@ucdavis.edu and indicate request (add Subaward Institution or and F&A Rate options to an existing institution). Include necessary info:
      i. Institution Name
      ii. Address
      iii. Contact information
         • Program officer
         • Email address
         • Phone Number
      iv. F&A rate information
Lab
Log-in to Cayuse

• Use Mozilla FireFox

• Login to:
  • Username: amieadmin
  • Password: catcat

• Select Cayuse SP
Lab
Find the Proposal

1. Select “My Proposals”
2. Open the Proposal assigned to you:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>SP Proposal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>
Step 2: Cayuse SP Internal Processing Form (IPF)/Proposal

1. Identify institution(s) on the Subawards tab
   a. If the institution is not listed:
      i. Select “Miscellaneous Sponsors”
      ii. Add Submission Note to provide institution name, address, program contact, email address, phone number and F&A rate information
         • May upload F&A rate information as part of the Subawardee packet in Proposal Attachments

2. Upload required documents as Proposal Attachments
Lab
Launch Cayuse 424

• Use Mozilla FireFox

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

• Select Cayuse 424

• Find the Proposal assigned to you
  • “[SP #] for [Attendee]”
Step 3: Add to Cayuse 424 Proposal

1. Ensure the institution is in 424
   *This should always be done before starting the 424 proposal*

2. Add Subaward
   a. Three Options:
      i. Enter all information
      ii. Import Cayuse 424 Subaward that has been exported (Subawardee uses Cayuse 424)
      iii. Link to Subaward entered at Subawards.com
   b. If Subawardee PI does not have a 424 profile
      i. Add Profile if a non-UC Davis investigator
      ii. Note – Subaward should not be given to another UC Davis investigator

3. Check the 424 Proposal for accuracy
Step 3: Add to Cayuse 424 Proposal

Option 1: Adding a Subaward Manually

1. Go to the Subaward Budget Attachment tab and select Create Subaward
2. Complete the pop-up screen and select Create Subaward
   *Do not forget to select the Default IDC Rate*
3. Complete the Project/Performance Site Location(s) screen.
4. Add the Key Persons/Senior Personnel
5. Complete the Subaward Budget
6. Return to the main proposal by selecting Prime
Step 3: Add to Cayuse 424 Proposal

Option 2: Importing a Subaward

Subaward created in 424 or an external system

1. Save the exported file sent to you by the Subawardee
2. Go to the Subaward Budget Attachment tab and select Import Subaward
3. Enter the Subaward title
4. Select Choose file and find the file on your desktop
5. Select Import
Step 3: Add to Cayuse 424 Proposal

**Option 2: Importing a Subaward**
*Subaward created in 424 or an external system*

6. Select Link in Subaward

![Link in Subaward Proposal](image)

7. Check Subaward proposal for accuracy and for errors
8. Return to the main proposal by selecting Prime
Step 3: Add to Cayuse 424 Proposal

Option 2: Importing a Subaward
Subaward created in 424 or an external system

7. Check Subaward proposal for accuracy and for errors
8. Return to the main proposal by selecting Prime
Step 3: Add to Cayuse 424 Proposal

Option 3: Linking a Subaward
Subaward already imported to 424

1. Go to the Subaward Budget Attachment tab and select Link Subaward
2. Enter the Subaward title provided by the Subawardee
3. Select Link in Subaward
4. Check Subaward proposal for accuracy and for errors
5. Return to the main proposal by selecting Prime
Next Steps
Check the Status in Cayuse SP
Awarded - Now What?
# Subaward Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Awaiting) Admin Dept</td>
<td>Action is required by the PI/department</td>
</tr>
<tr>
<td>(Awaiting) Award Mgr/Analyst</td>
<td>Action is required by the Award Analyst</td>
</tr>
<tr>
<td>(Awaiting) Subcontractor</td>
<td>Action is required by the Subcontractor/Subawardee</td>
</tr>
<tr>
<td>Fully Executed</td>
<td>The Subaward/Subcontract is fully executed and has been sent to CGA</td>
</tr>
</tbody>
</table>
Check Subaward Status

1. From the SP Dashboard, select “My Awards”
   a. Or “Awards in My Unit” if you did not start the associated IPF or are not on the Investigators/Research Team tab

2. Select “Active Projects”

3. Select the relevant Project Number

4. Go the “Subcontracts” tab

5. Select the Subcontract Number

6. Go to the Notes tab
Awarded – Now What?
http://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/#Requesting%20an%20Outgoing%20Subaward

After the award is fully executed:

1. Email the following (as two PDFs per Subawardee institution) to subawards@ucdavis.edu
   a. Subaward Request Form
   b. Documents attached to Proposal, edited if needed based on the award terms
      i. One PDF per Subawardee Institution
Resources and Help

• SPO – Subawards: http://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/

• 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

• Help Request: ORCayuseHelp@ucdavis.edu

• eRA Help: SPOeRAHelp@ucdavis.edu

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