

Quick Reference: Access Subawards in Cayuse SP

Proposal Dashboard

- [Start New Proposal](#)
- [558 My Proposals](#)
- [Proposals In My Unit](#)
- [Advance Account Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [PI Certification Inbox](#)
- [Unit Approval Inbox](#)

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 Phone:
 Email: orcayusehelp@ucdavis.edu

1. Open the [Cayuse Research Suite](#)
2. Select **Cayuse SP**
3. Access the Award list:
 - a. Select **My Awards** if you are on the **Investigators/Research Team** tab in any role.

OR

 - b. Select **Awards in My Unit** if you have **Award Data Access** (assigned by your unit's Role Manager(s)) for the administering unit.

4. Select the **Award** associated with the **Subaward**.

Awards Active Projects Inactive Projects

Below is a list of obligated awards on which you are listed as a member of the Research Team.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status	Flags
A21-0730-004	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	01/20/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Pending	
A21-0730-003	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	-\$11,400.00	02/19/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Active	

5. You arrive to the **Award Administration** screen. Select the **Project** number.

Award Administration

Award: **A21-0730-004** Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID) Award Begin-End Dates: 01/16/2020 - 1/23/2020

Project: **A21-0730** Prime Sponsor: Amount: \$0.00 (Obligated)

Lead PI: Charlie Apple Sponsor Award: 123456 Prime Account:

Admin Unit: Med: Intl Med- Allergy Instrument Type:

Project Title: SDPS Class Sample - Do not delete

General | People | Budget | Distributions | Proposals | Flags | [Print] | [Refresh]

Sponsor Award No: 123456 Type: Administrative Action

Document No: A21-0730-004 stop work order * Award Status: Pending

* Admin Unit: Med: Intl Med- Allergy * Reporting Designation: Obligated

* Award Begin Date: 01/16/2020 [Clear] Official Report Date: mm/dd/yyyy [Clear]

* Award End Date: 01/23/2020 [Clear] * Award Notice Received: 01/20/2020 [Clear]

Prime Account Begin Date:

6. You arrive to the **Project Administration** screen. Go to the **Subcontracts** tab.

Project Administration

Project: **A21-0730 (Prime Acct:)** Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID) Project Begin-End Dates: 1/01/2021 - 2/28/2022

Lead PI: **Charlie Apple** Prime Sponsor: Anticipated Amount: \$0.00

Admin Unit: Med: Intl Med- Allergy Instrument Type: Obligated Amount: \$759,350.00

Project Title: SDPS Class Sample - Do not delete

General | Awards | Budget Overview | Accounts | Personnel | Proposals | **Subcontracts** | [Print] | [Refresh]

* Project Title: SDPS Class Sample - Do not delete * Project Status: Active

* Admin Unit: Med: Intl Med- Allergy Confidential: No

* PI: Charlie Apple Primary Administrative Contact: Amie Admin

* Project Begin Date: 01/01/2021 [Clear] * Project End Date: 02/28/2022 [Clear]

* Sponsor: NIH National Institute of Allergy and Infectious Prime Sponsor:

7. The **Status** of the subaward (subcontract) is displayed. Select the **Subcontract No** to view the assigned SPO analyst and other details.

General | Awards | Budget Overview | Accounts | Personnel | Proposals | **Subcontracts** | [Print] | [Refresh]

Subcontracts for this project

Subcontract No.	Account No.	Admin Unit	Status	FFATA Report Required	Organization	Sent Date	Execution Date	Total Dist.
A21-0730-S002		Med: Intl Med- Allergy	(Awaiting) Award Mgr/Analyst		Louisiana Department of Wildlife and Fisheries			\$40,000.00
A21-0730-S001-A01		Med: Intl Med- Infectious Disease	Fully Executed		Kasetsart University		02/21/2020	\$55,000.00

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8. You arrive to the **Subcontract Administration** screen. Details of the selected subaward are displayed.

>> Subcontract Administration

Subcontract No: **A21-0730-S002** ([View Project](#)) FDP Templates:

Subcontract Type: Original Amount: \$40,000.00

Status: (Awaiting) Award Mgr/Analyst Last Updated: 2/20/2020 03:05 PM PST - Kassie Obelleiro

Project Title: SDPS Class Sample - Do not delete Primary Admin Contact: [Amie Admin](#)

General

Admin Unit: [clear](#)

Account No: [clear](#) Budget Dates: Dates have not been set.

* Amount: Sent Date: [Clear](#)

Status: Execution Date: [Clear](#)

Organization: [clear](#) Begin Date: [Clear](#)

Subcontract Contact Email: End Date: [Clear](#)

FFATA Report Required: ARRA Funding:

9. Select the **Notes** tab (indicated with a page icon) to view the assigned analyst and other details.

10. Select the **Note** hyperlink if the full text does not display.

General

Note	Last Updated By	Date	Note Area	Category	Access
Dear Professor Apple, Your subaward request has been assigned to Ka...	Kassie Obelleiro	02/20/2020	Subcontract	General	Admin Office All Parties

11. Select the **Attachments** tab (indicated with a paperclip icon) to view uploaded documents.

General

Attachment	File Type	Upload Type	Attachment Type	Access
Agreement-FE.pdf Uploaded by: Amie Admin On: 03/04/2020 At: 3:44 PM PST	01 Fully Executed- Sub Initial	Investigator	Award Subcontract	All Parties