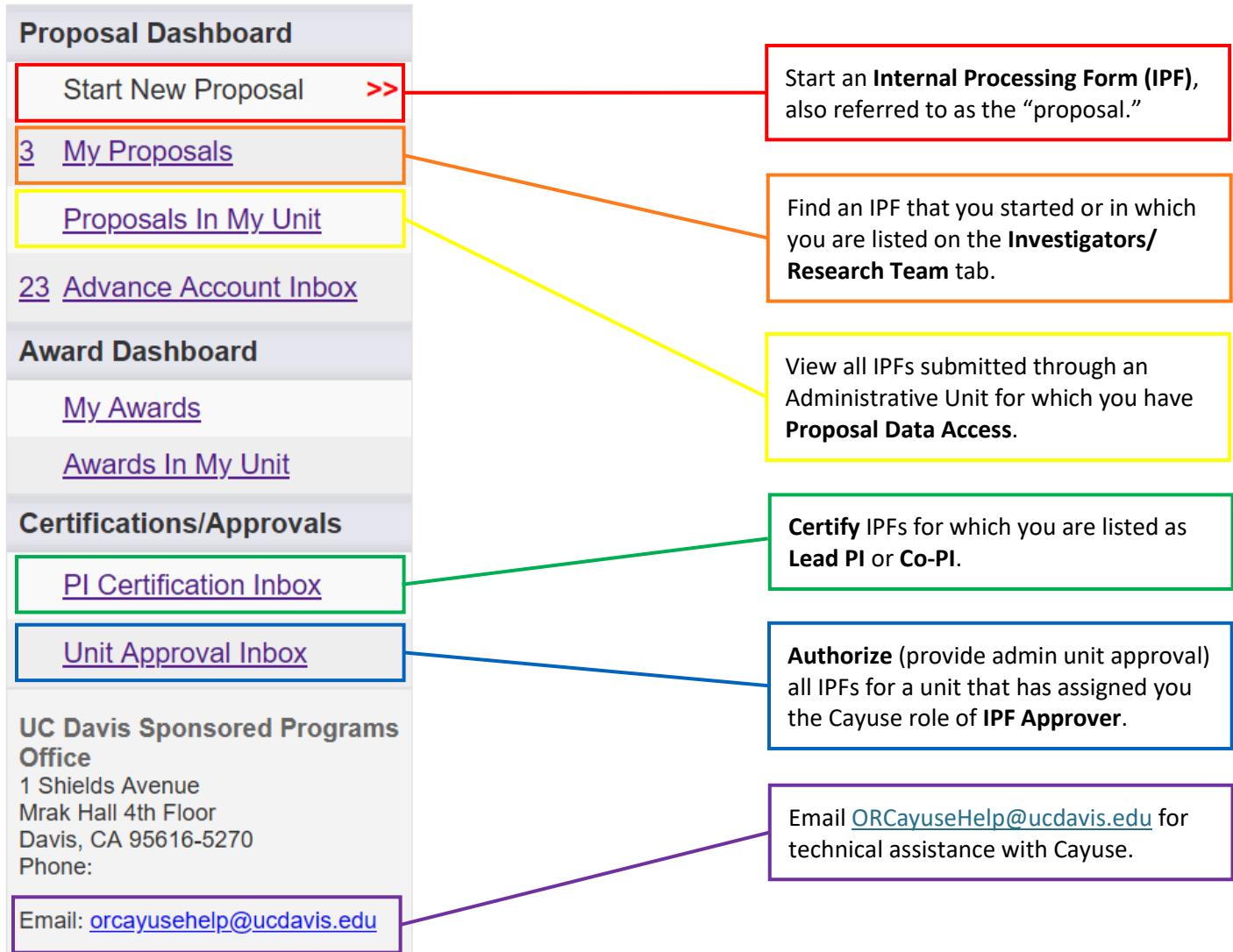


# Cayuse SP – Quick Reference

## Working with SPO on Proposals

### Contents

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| Prepare and Submit a Proposal ..... | 2 |
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## Prepare and Submit a Proposal

|   |  |
|---|--|
| <b>Sponsor Information</b>  |  |
| <p>* Sponsor: <a href="#">i</a> The institution that will send us the funding. For a subaward, this could be a pass-thru entity.</p> <p>Funding Opportunity/Sponsor application No: <input type="text"/> <a href="#">🔍</a></p> <p>Sponsor Program Name: <input type="text"/></p> <p>Proposal Guideline URL: <input type="text"/></p> <p>Prime Funding Agency: <input type="text"/> <a href="#">🔍</a></p>  |  |
| <p>If a sponsor is not found, check the spelling and try again. If still not found, select <b>Miscellaneous Sponsors</b> to continue then add sponsor details under <b>Submission Notes</b> (next screen).</p>  |  |
| <b>General Proposal Information</b>   |  |
| <p>* Admin Unit: <input type="text"/></p> <p>* Primary Administrative Contact: <input type="text"/> <a href="#">🔍</a></p> <p>Proposal Owner:</p> <p>Project No: <input type="text"/> Short Project Name is for internal use. See instructions at top of Cayuse webpage.</p> <p>* Short Project Name: <input type="text"/> (internal reference name)</p> <p>* Project Start Date: <input type="text"/> mm/dd/yyyy <a href="#">Clear</a></p> <p>* Project End Date: <input type="text"/> mm/dd/yyyy <a href="#">Clear</a></p> <p><a href="#">Click Here to Choose Activity Code</a></p> <p>* Proposal Type: <input type="button" value="Select One"/></p> <p>* Instrument Type: <input type="button" value="Select One"/></p> |  |
| <p>How will this proposal be submitted?</p> <p>Select Submission Method: <input type="button" value="..."/></p> <p>If submitting an admin unit or PI change request, enter the “old” unit here so they can approve.</p>   |  |
| <p>Affiliated Unit(s) (if applicable): <a href="#">Click Here to Choose Affiliated Unit(s)</a></p>  |  |
| <p>* Sponsor Deadline: <input type="text"/> mm/dd/yyyy <a href="#">Clear</a> Time: <input type="text"/> Eastern <a href="#">...</a></p> <p>Postmark: <input checked="" type="radio"/> Receipt: <input type="radio"/></p>  |  |
| <p>* Title of Project:</p> <p>Do NOT pair proposals. This creates technical errors.</p> <p>Enter time in <b>military</b> format (i.e., 17:00 for 5:00 PM), select <b>Pacific</b> for Davis, and click <b>Receipt</b></p>  |  |
| <p><input type="radio"/> Create a Paired Proposal <input type="radio"/> Pair with a 424 Proposal <input type="radio"/> Un-Pair with 424 Proposal</p>  |  |

Item List 20-2566 

View or Edit completed sections by clicking the name next to the check.

|   |
|---|
| <input checked="" type="checkbox"/> General Information  |
| <a href="#">Investigators/Research Team</a>   |
| <a href="#">Budget</a>  |
| <a href="#">Financial Conflicts of Interest in Research</a>   |
| <a href="#">Regulatory Compliance</a>   |
| <a href="#">Subrecipients</a>   |
| <a href="#">Foreign Activity</a>  |
| <a href="#">Special Interest</a>  |
| <a href="#">Additional Questions</a>  |
| <a href="#">Location of Sponsored Activities</a>  |
| <a href="#">Proposal Abstract</a>   |
| <a href="#">Proposal Attachments</a>  |
| <a href="#">Approving Units</a>   |
| <input type="checkbox"/> <a href="#">Submission Notes</a>   |
| <a href="#">Submit for Routing</a>  |

A **green checkmark** will display when a tab is complete. The first page completed becomes the **General Information** tab.

In order to submit, all tabs other than **Submission Notes** require a green checkmark.

Use **Submission Notes** to share details with reviewers that may help expedite their review.

If **Miscellaneous Sponsors** was selected above, enter sponsor details so that SPO can add it to the Cayuse system.

Read the top of each tab for completion instructions and other key information.

## >> Investigators/Research Team

All key personnel must be entered on this page. If you wish to enter additional (non-key) personnel, you may do so.

**Please note: any corrections or changes to the "List of Personnel" below during IPF review may require reauthorization of the Departments and/or Deans' Offices.**

### Allocation of Credit

- Allocation of credit is used for reporting and must total 100%.
- Allocation of credit will allow reporting options that have been requested by the deans on campus.
- For example, a proposal with 3 investigators in 3 different colleges might have allocated credit of 20%, 30% and 50% among the investigators.  
When the proposal is reported, the respective colleges will receive 20%, 30% and 50% of the credit.  
Standard reporting based on the Admin Unit identified on the General Information page will still be possible.
- Allocated credit will not be used to proportionally distribute recovered F&A on an awarded project.
- Agreements on distribution of F&A on multi-unit proposals should be documented as an attachment (see Proposal Attachments page) to the proposal.
- NOTE:** If the "Allocation of Credit" column is not completed by the requesting department, SPO will allocate equal credit to each listed personnel.

NOTE: The sum of allocated credit on this proposal is currently 0%.

### Add Personnel Information

\* Last Name:    
\* First Name:   
Phone:   
Email:   
\* Person Months:

\* Unit:   
\* Role:   
\* Sponsored Effort %:   
Cost Shared Effort %:   
Allocation of Credit %:

The first name entered becomes the Lead PI.

Save Personnel

### List of Personnel:

This link opens an external PDF that helps you determine Person Months

| Person             | Unit   | Role                        | Sponsored Effort | Shared Effort | Total Effort | Allocation of Credit | Person Months |   |
|--------------------|--|-----------------------------|------------------|---------------|--------------|----------------------|---------------|---|
| Patricia Applegate | Med: Div Of Internal Med (Use the PI's Int Med Dept.) (049014) | Lead Principal Investigator | 30%              | 0%            | 30%          | 100%                 | 3             | <a href="#">Edit</a> <a href="#">Delete</a> |

Reset

Click **Edit** (on right) to update the Unit when instructed to do so.

## Approving Units tab

**Add Approving Unit**

Unit:  Add Unit

**List of Approving Units: (to edit the information, remove first, then add back)**

| Routing Order <small>i</small> | Unit Code | Unit                                       | Role(s)                                    |
|--------------------------------|-----------|--|--|
| 1                              | 049239    | Med: Intl Med- Allergy                     | Admin Unit                                 |
| 2 ▼                            | 049205    | Med: Intl Med- Cardiovascular              | Lead Principal Investigator                |
| 3 ▼                            | 20        | Med: Intl Med (Use the PI's Int Med Dept.) | Rollup From - 049205, Rollup From - 049239 |
| 4 ▼                            | 43        | School of Medicine (Use 049000)            | Rollup From - 20                           |

**Use the **Routing Order** to re-order **Approving Units** as needed due to “Rollup” units. Order rollup units **after** the unit they are rolling-up from.**

**Make sure there’s no break in the **Routing Order** numbers as this can pause the routing process.**

## Submit for Routing

### Best practices:

1. Immediately after submitting the Cayuse SP IPF, encourage the PI and any named Co-PIs to access Cayuse SP and certify the proposal (*more about certifying on next page*)
2. As soon as the Cayuse SP IPF is routing internally for approvals, begin populating the proposal in an external submission system approved by the sponsor.
3. When SPO notifies you they have received the routed IPF, provide them access info so they can review the proposal in the sponsor’s submission system at the same time.

## Certify a Proposal

Cayuse SP will email the Lead Principal Investigator and any co-Principal Investigators to request **certification**. The Lead Principal Investigator and all co-Principal Investigators **must** certify IPFs **before** assignment to a Sponsored Programs analyst.

IPFs received without all required certifications will be returned, delaying the review and submission process.

Proposal Dashboard

[Start New Proposal](#)

42 My Proposals

[Proposals In My Unit](#)

3 Advance Account Inbox

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

17 PI Certification Inbox >>

1 Unit Approval Inbox

UC Davis Sponsored Programs Office  
1850 Research Park Drive  
Suite 300  
Davis, CA 95618  
Phone:  
Email: [srcayusehelp@ucdavis.edu](mailto:srcayusehelp@ucdavis.edu)

>> PI Certification Inbox

To be Certified      Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

| Date Submitted | Proposal No. | Project Name                                     | Sponsor   | Deadline   | PDF |
|----------------|--------------|--|---|------------|-----|
| 6/23/2020      | 20-2664      | Socio-ecological factors in Malaria transmission | NIH National Institute of Allergy and Infectious Diseases (NIAID) | 06/30/2020 |     |
| 5/21/2020      | 20-2627      | SDPS Class Sample - Cayuse Subawards             | National Science Foundation (NSF)                                 | 07/17/2020 |     |

**View IPFs requiring your certification.**

**Select the Proposal No.**

Proposal Routing Status

Proposal: **20-2664**

Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID)      Submission Deadline: 6/30/2020

Project:      Prime Sponsor:      Proposed Begin-End Dates: 1/01/2021 - 12/31/2022

Lead PI: **Charlie Apple**      Instrument Type: Grant      Proposed Total Amount: \$76,553.00

Admin Unit: Med: Intl Med- Infectious Disease      Specialists:

Project Title: Socio-ecological factors in Malaria transmission

**Open the Proposal.**

View IPF      Certify Proposal

Approvals      Compliance      Status History      Advance Account      Awards          

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the UC Davis Sponsored Programs Office.

Investigator(s) who must certify this Proposal

| Investigator  | Role                        | Decision         |
|---------------|-----------------------------|------------------|
| Charlie Apple | Lead Principal Investigator | Not Yet Reviewed |

|  |   |  |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |
|--|---|--|---|---|---|-----------|--|-----------------------|--|--|-------------------------|---|--|-----------------------|---|--|
| <p>Item List      20-2664 </p> <p>View or Edit completed sections by clicking the name next to the check.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> General Information <a href="#" style="float: right;">&gt;&gt;</a></li> <li><input checked="" type="checkbox"/> Investigators/Research Team</li> <li><input checked="" type="checkbox"/> Budget</li> <li><input checked="" type="checkbox"/> Financial Conflicts of Interest in Research</li> <li><input checked="" type="checkbox"/> Regulatory Compliance</li> <li><input checked="" type="checkbox"/> Subrecipients</li> <li><input checked="" type="checkbox"/> Foreign Activity</li> <li><input checked="" type="checkbox"/> Special Interest</li> <li><input checked="" type="checkbox"/> Additional Questions</li> <li><input checked="" type="checkbox"/> Location of Sponsored Activities</li> <li><input checked="" type="checkbox"/> Proposal Abstract</li> <li><input checked="" type="checkbox"/> Proposal Attachments</li> <li><input checked="" type="checkbox"/> Approving Units</li> <li><input checked="" type="checkbox"/> Submission Notes</li> </ul> <p><a href="#" style="border: 1px solid #ccc; padding: 2px 10px; margin-bottom: 5px;">View Routing Status</a></p> <p><a href="#" style="border: 2px solid red; padding: 2px 10px; display: inline-block;">Certify Proposal</a></p> | <p><b>&gt;&gt; General Information</b></p> <p>Please enter your proposal information in the following pages. Please be as complete and accurate as possible.</p> <ul style="list-style-type: none"> <li>• The <b>Short Project Title</b> (below on this page) should be entered as: PI preferred submission date (may be different than sponsor due date) in <b>MMDDYY</b> format; PI last name, first name initial, and institution name.</li> <li>Example: 10/15/17 Smith NIH</li> <li>• Entries should be made for <b>Affiliated Unit(s)</b> if resources outside control of the Admin Unit are proposed.</li> <li>• Any work done at the <b>Primate Center</b> must have the Primate Center listed as an Affiliated Unit if proposed.</li> <li>• Enter the <b>Sponsor Deadline Time</b> as the time the proposal is due at the sponsor in Pacific time unless otherwise specified.</li> </ul> <p><b>Warning:</b> Due to the large number of users in the system, performing a name search without entering any search terms will result in many search results.</p> <div style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Review the proposal for accuracy and completeness. Then select <b>Certify Proposal</b>.</b></p> </div> <p><b>Sponsor Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">* Sponsor: </td> <td>NIH National Institute of Allergy and Infectious Diseases</td> <td style="width: 15%; text-align: right;"></td> </tr> <tr> <td>Funding Opportunity/Sponsor application No:</td> <td>PA-EN-R01</td> <td></td> </tr> <tr> <td>Sponsor Program Name:</td> <td colspan="2">G.g. Training and NIH Ext-UAT FOA (R01-Clinical)</td> </tr> <tr> <td>Proposal Guideline URL:</td> <td colspan="2"><a href="https://era.nih.gov/applicants/system/forms-e.html">https://era.nih.gov/applicants/system/forms-e.html</a></td> </tr> <tr> <td>Prime Funding Agency:</td> <td colspan="2"></td> </tr> </table> <p><b>General Proposal Information</b></p> <p>In my role as an investigator, I understand and certify that:</p> <ul style="list-style-type: none"> <li>• The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigator personally to criminal, civil or administrative penalties.</li> <li>• I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.</li> <li>• I will comply with all relevant state and federal regulations, University policies and contractual obligations, in administering the resultant award, including those found in <a href="#">The Contract and Grant Manual</a>.</li> <li>• I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.</li> <li>• If this is an NIH application, I will comply with the NIH Policy on Public Access.</li> <li>• I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.</li> <li>• I attest that all known foreign affiliations and outside activities have been disclosed in the proposal/application as required by the sponsoring agency, and that those activities have been disclosed to the COIC/COI offices as applicable.</li> <li>• If this proposal/project is requesting federal funding, then I attest that because 2 CFR Section 200 prohibits the use of federal funds in procuring prohibited telecommunications or surveillance equipment or certain services as described in the National Defense Authorization Act (NDAA) Section 889 (see: <a href="https://research.ucdavis.edu/proposals-grants-contracts/spo/research-agreement-compliance/">https://research.ucdavis.edu/proposals-grants-contracts/spo/research-agreement-compliance/</a>), I will ensure no such prohibited equipment or services will be used in performance of this project. Further, as Principal Investigator of the project, I understand that I am responsible for ensuring that all personnel assigned to this project are fully informed of their obligation to comply with the above restrictions of neither purchasing, nor using any such equipment in performance of this project.</li> <li>• I certify that there will not be any Russian entities contracted/paid under this proposed project.</li> </ul> <p>By Selecting the "Submit Certification" button, you are attesting that you have read and agree to all the statements above.</p> <p>Please enter any comments or additional information you might have regarding this proposal.</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%; margin-bottom: 10px;"></div> <div style="border: 2px solid red; padding: 10px; text-align: center;"> <p><b>Read the statements and select <b>Submit Certification</b>.</b></p> </div> <div style="text-align: center; margin-top: 10px;"> <p><a href="#" style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Submit Certification</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Cancel</a></p> </div> | * Sponsor:  | NIH National Institute of Allergy and Infectious Diseases |  | Funding Opportunity/Sponsor application No: | PA-EN-R01 |  | Sponsor Program Name: | G.g. Training and NIH Ext-UAT FOA (R01-Clinical) |  | Proposal Guideline URL: | <a href="https://era.nih.gov/applicants/system/forms-e.html">https://era.nih.gov/applicants/system/forms-e.html</a> |  | Prime Funding Agency: |  |  |
| * Sponsor:    | NIH National Institute of Allergy and Infectious Diseases   |           |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |
| Funding Opportunity/Sponsor application No:  | PA-EN-R01   |  |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |
| Sponsor Program Name:  | G.g. Training and NIH Ext-UAT FOA (R01-Clinical)  |  |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |
| Proposal Guideline URL:  | <a href="https://era.nih.gov/applicants/system/forms-e.html">https://era.nih.gov/applicants/system/forms-e.html</a>   |  |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |
| Prime Funding Agency:  |    |  |   |   |   |           |  |                       |  |  |                         |   |  |                       |   |  |