Sponsored Programs reviews and submits research proposals, negotiates and accepts awards and drafts, negotiates and executes subawards for collaborative research on behalf of the UC Regents.

Proposal Preparation and Submission
https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-proposal/

Resources, instructions and tools for submitting proposals, letters of intent and pre-proposals for Sponsored Programs review and approval, including:

- Proposal Preparation Checklist
- Proposal Preparation and Submission Toolkit
- Institutional Information
- Office of Research Budget Templates

Awards and Award Modifications
https://research.ucdavis.edu/proposals-grants-contracts/spo/awards/

Resources, instructions and tools for working with Sponsored Programs during the extramural award process, including:

- Sending a Notice of Award to Sponsored Programs
- Cayuse SP Quick Start Guide for Accessing Awards
- Requesting Award Amendments
- Submitting a Progress Report
- Closing out an Award

Cayuse SP
https://spark.ucdavis.edu/training/

- Interactive How-to Guide
- Quick Reference Guide
- Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers
- Handbook for Role Managers

Cayuse 424
https://spark.ucdavis.edu/training/

- Setting up Your Professional Profile
- Handbook for Submitting a Proposal with Subawards

Phone: (530) 754-7700  Fax: 530-754-8228  Email: vcresearch@ucdavis.edu
Staff Development & Professional Services Classes (SDPS)

The Research Administration Certification Series (RACS) is sponsored jointly by the Office of Research and Extramural Funds Accounting. Learn about the RACS at: https://hr.ucdavis.edu/departments/learning-dev/certificate/research-admin

The Sponsored Programs Office sponsors the electronic Research Administration (eRA) Train the Trainer Certificate. Learn about the eRA Train the Trainer Certificate at: https://hr.ucdavis.edu/departments/learning-dev/certificate/eRA

SPO BUDGET, APPLICATION, AWARD AND SYSTEM INSTRUCTIONS FOR COMPREHENSIVE SKILLS

TRAINING SESSIONS

https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/

- Cayuse 424 – Professional Profile & Entering an Application
- Cayuse SP – Entering Proposals
- Cayuse SP & 424 – Submitting a Proposal with (outgoing) Subawards
- Cayuse SP & 424: Submitting a Proposal as a Subawardee
- Cayuse SP Role Management
- Submitting Multi-Component Proposals to NIH (in ASSIST)
- Proposal Budgeting Basics
- Proposal Budget Development: Using the OR Budget Templates
- Preparing a Cost Proposal Budget

Research Administration Forums

Fourth Wednesday of each month, January through October.
8:30—10:00 am
Conference Room 200, Office of Research
1850 Research Park Drive, Davis

- Learn about upcoming policies, laws, procedures and other items that may affect contracts and grants at UC Davis.
- Engage and network with contract and grant administrators.
  - Ask questions and provide you feedback.
- Attend in person or via Zoom (https://zoom.us/j/958409717) or watch later on YouTube (https://www.youtube.com/channel/UC5tWJ6oF2G5nYarcdAK9SwQ)