

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](#)

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>)