

Cayuse SP Role Management

SPO - Campus Training Session

Learning Objectives

- Know some general eRA guidelines and common roles
- Know the responsibilities and functions of Role Managers
- Know the critical Cayuse roles and how to establish them
- Be able to explain the Cayuse SP and 424 routing process
- Know what the Cayuse 424 Professional Profile is and how it relates to Cayuse SP



Today's Handouts

- Today's Presentation
- Cayuse SP Tips
- Cayuse Role Manager Handbook
- Cayuse Quick Reference Guide



Training Outline

- General eRA Guidelines and Common Roles
- Cayuse Research Suite Overview
- Cayuse Role Management
- Proposal/Application Routing Process
- Resources



Cayuse Research Suite

3.7.2

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help

- [Research Suite Support Center](#)

General eRA Guidelines

General eRA Guidelines



- ALWAYS submit to SPO in Cayuse SP
- In addition to Cayuse SP, another eRA system may be required for application submission (to sponsor)
- Follow agency and program-specific guidelines
 - Sponsors usually indicate what systems may be used
 - System-to-system (S2S) = Cayuse 424
- Register/create account **early**
 - Account creation can take several days to a week
 - May require SPO creation or approval (contact SPOeRAHelp@ucdavis.edu for non-Cayuse assistance)

General eRA Guidelines



- Proposals must be:
 - Accessible by SPO
 - Endorsed by SPO
 - Some systems require SPO submission or PI submission >> **Read the sponsor's guidelines**
- Points of Contact:
 - Program Contact: Principal Investigator
 - Admin Contact: SPO Award Analyst or awards@ucdavis.edu
 - Financial Contact: James Ringo, Contracts and Grants Accounting (jaringo@ucdavis.edu)
- Ensure a contact person for the proposal (PI or department admin) is available during SPO review



Common eRA Roles

- Principal Investigator (PI)
 - Lead PI or Contact PI on grants with co-PIs
 - Lead investigator of the overall project
- co-Principal Investigator
 - Same responsibility as the Lead PI
- Co-Investigator
 - Primary contributor to the project
 - No programmatic decision-making
- Other Authorized User (OAU)
 - Non-PI or co-PI
 - May assist with budget preparation and proposal file updates
- Reviewer
 - Reviews proposals on behalf of the funding agency
- Financial Administrator
 - Grants access to financial services: Cash requests, cash request history, grantee EFT update, grantee EFT update history

Common eRA Roles for the Sponsored Programs Office

Sponsored Project Office (SPO)

- Sponsored Programs Office (UC Davis SPO)



Authorized Organizational Representative (AOR)

- Approves proposals on behalf of The Regents



Signing Official

- Approves proposals on behalf of The Regents



Cayuse Research Suite Overview

Cayuse Research Suite Overview

- Suite of Research Administration Products
- UC Davis Uses:
 - Cayuse SP
 - Cayuse 424



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Professional Profile Overview

- Maintained in Cayuse 424
- All eRA Users Need a Profile
 - Investigators
 - Senior Personnel
 - Contract and Grant Staff
- Drives Cayuse SP Approving Units List
 - Keep Current to avoid proposals being “stuck in routing”

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eRA System for:

- Proposal/Application Routing and Approval
 - Principal Investigator and co-Principal Investigator Certification
 - Department/Unit Head Authorization
 - Dean Authorization, if School of Medicine is involved
 - Sponsored Programs Review and Approval
- Award and Subaward Document Access
- Pre-Award Spending (Advance Account) Requests

Benefits:

- Online routing
- Real-time status
- Data repository for Principal Investigators and departments
- Proposal reports

cayuse 424^o

- eRA Submission System for Federal Proposals
- Required for Grants.gov submissions **except**
 - National Institutes of Health (NIH)
  Use Cayuse 424 OR NIH ASSIST
 - National Science Foundation (NSF)
  Use NSF FastLane/Research.gov
 - Opportunities sponsors are not offering in Cayuse 424
  Use sponsor-mandated system/method

How Cayuse SP and Cayuse 424 Interact

- Cayuse 424 Professional Profiles
 - Research Team and Primary Administrative Contact information for Cayuse 424 and SP
 - Research Team Units
 - Affects Cayuse SP Routing and Approvals List
- Upload Materials in Cayuse SP or 424
 - Cayuse SP: Internal documents, items needed for proposal review assignment (if not in Cayuse 424 yet)
 - Cayuse 424: Sponsor application package

Let's Take a Look!

- Open Mozilla Firefox
- Go to <https://ucdavis-uat.cayuse424.com>
- Login as:
 - Username: amieadmin
 - Password: training
- Select Cayuse SP
- Select Cayuse 424

Role Management

Role Manager Responsibilities and Functions

- Responsible for coordinating with the chair/director to ensure appropriate role delegation
- Grants access to unit information
 - Establishes Research Roles
 - Unit Head must request establishment of Role Manager
 - Email to ORCayuseHelp@ucdavis.edu
- Provide assistance to research staff and faculty in the respective unit regarding use Cayuse SP

Critical Research Roles

Each Unit Must Have:

- Role Manager
 - Established by SPO (ORCayuseHelp@ucdavis.edu)
 - Establishes other Research Roles for the appropriate Unit
- IPF Approver
 - Proposal Approver
 - Department Chair/Unit Director or designee (**must** submit Role Delegation Authorization Form)
- Pre-Award Spending Approver
 - Endorses Advance Account Requests

Other Critical Roles:

- Proposal Data Access
 - View access to proposals in the respective unit
 - May initiate Advance Account Requests
- Award Data Access
 - View access to awards in the respective unit

Delegations

The Unit Head may delegate IPF Approver and Pre-Award Spending Approver functions to others (UC Davis PPM 330-31)

- Submit the Cayuse SP – Role Delegation Authorization Form to ORCayuseHelp@ucdavis.edu
- Establish the delegate(s) in the appropriate roles
- SPO will accept authorizations by designees as long as the form is on file

Identifying Role Assignments



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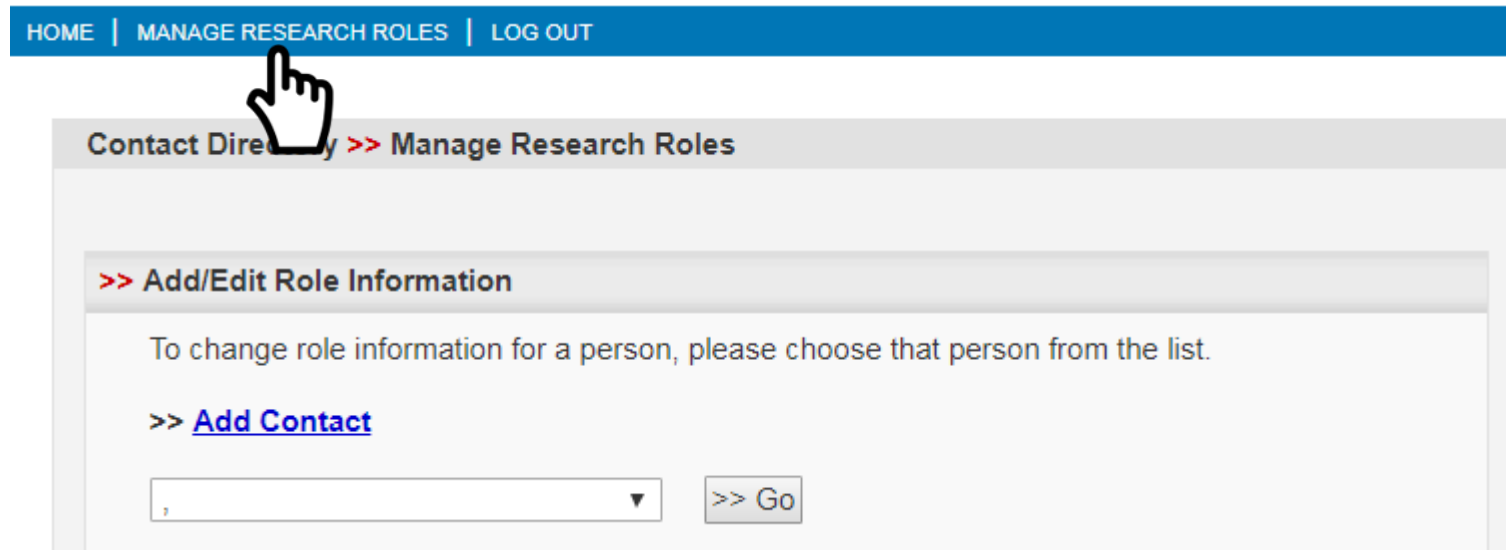
- [Research Suite Support Center](#)



Let's Practice!

- Go back to the Cayuse Research Suite
 - <https://ucdavis-uat.cayuse424.com>
- Select Research Contacts
- Select list
 - Find and Select 030000
- Select View

Establishing Research Roles



The screenshot shows a web application interface with a blue navigation bar at the top containing the links "HOME | MANAGE RESEARCH ROLES | LOG OUT". Below the navigation bar, a breadcrumb trail reads "Contact Directory >> Manage Research Roles". A hand cursor icon is positioned over the "Manage Research Roles" link. The main content area is titled ">> Add/Edit Role Information" and contains the instruction: "To change role information for a person, please choose that person from the list." Below this instruction is a link ">> Add Contact" and a form consisting of a dropdown menu with a downward arrow and a "Go" button.

Let's Practice!

Give yourself Proposal Data access for OVCR – Sponsored Programs.

1. Go back to the Cayuse Research Suite: <https://ucdavis-uat.cayuse424.com>
2. Select Manage Research Roles
3. If your name is on the dropdown list, select your name and then Go. If your name is not on the dropdown list, select Add Contact.
4. Find yourself and select Add Contact.
5. Change the unit to OVCR – Sponsored Programs
6. Select proposal Data Access and then select Add Role.

Proposal/Application Routing Process

Cayuse SP



If SPO returns a proposal for certification, **email** SPO once the certifications are obtained. SPO is **not** notified automatically,

IPF is Submitted for Routing

- Dept Approval in Process

PI/co-PI(s) Certify IPF

- Required for SPO assignment
- Does not drive auto-routing process

IPF Approvers Authorize IPF

- Admin Office in Process

SPO Assigns and Reviews IPF

- PS or CS Review

SPO Approves Proposal for Submission

- Proposal Approved
- Submitted to

IPF = Internal Processing Form; Proposal

Let's Take a Look!

- Go back to <https://ucdavis-uat.cayuse424.com>
- Select Cayuse SP
- Select My Proposals
- Select Submitted Proposals
- Select Proposal # 19-0986

Proposal/IPF Tip

- The proposal will not arrive in SPO if there are any blank lines or you see “OR Cayuse Help” under Authorizing Person(s)

>> Proposal Routing Status

Proposal No: [18-3419](#)

Submission Deadline: 12/29/2017

Project No:

Proposal Specialist:

Lead Investigator: [Kassie Obelleiro](#)

Contract Specialist:

Sponsor: UC Berkeley

Account Manager:

Project Title: Title of project detail

[View IPF](#) [Certify Proposal](#) [Administer 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
Kassie Obelleiro	Lead Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	VM: Anat Physio & Cell Biology	Mary McNally , Christine Munsterman , Rowena Banks , Leslie Nemeth	Not Yet Reviewed
2	Med: Radiation Oncology	Richard Valicenti	Not Yet Reviewed
2	Med: Psychiatry & Behavioral Science	Jerry Elder , Robert Hales , Sally Ozonoff , Matt Nguyen	Not Yet Reviewed
3	School of Medicine (Non Admin/Home Dept)	Anuurad Erdembileg , Tammi Olineka , Teresa Coats	Not Yet Reviewed
4	School of Veterinary Medicine (Non Admin/Home Dept)	Mary McNally , Rowena Banks , Christine Munsterman , Leslie Nemeth	Not Yet Reviewed
5	UC Davis Sponsored Programs Office	Admin Office	

Cayuse SP Statuses

Item	Status	Definition
Proposal	Unsubmitted	Not submitted for routing
	Dept Approval in Process	Pending IPF approvals
	Admin Office in Process	Received by SPO but not assigned
	PS Review	Under review by Proposals Analyst
	CS Review	Under review by Awards Analyst
	Proposal Approved	Proposal approved for submission to sponsor
	Proposal Reopened	Proposal reopened for department to edit

Cayuse SP Statuses

Item	Status	Definition
Proposal	Submitted to Sponsor	Proposal has been submitted to the sponsor
	Withdrawn	Proposal withdrawn by PI
	Not Funded	Proposal not funded by the sponsor
	JIT Request Received	SPO or PI received a JIT request from the sponsor
	JIT Request Approved	SPO has approved the JIT information provided by the PI/department
	JIT Request Unsubmitted	The PI decided not to submit JIT information
	Funded	Notice of Award received by the sponsor (This does not mean the award has been executed)

Cayuse SP Statuses

Item	Status	Definition
Awards	Active	The award has been fully executed and routed to Contracts and Grants Accounting
	Pending	The award is not fully executed

Item	Status	Definition
Subawards	(Awaiting) Admin Dept	Action is required by the PI/department
	(Awaiting) Award Mgr/Analyst	Action is required by the Award Analyst
	(Awaiting) Subcontractor	Action is required by the Subcontractor/Subawardee
	Fully Executed	The Subaward/Subcontract is fully executed and has been sent to CGA

Resources



Websites and Forms

- Cayuse Research Suite: <https://ucdavis.cayuse424.com>
- UC Davis Cayuse User Guides and Videos: <http://spark.ucdavis.edu/training/>
- Cayuse SP – Role Delegation Authorization Form: https://research.ucdavis.edu/wp-content/uploads/Cayuse-SP-Role-Delegation-Authorization-Form_Final.pdf
- Cayuse Research Suite Support Center: <http://support.cayuse.com/>
- Sponsored Programs Training: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>

Websites and Forms

- NIH eRA Commons: <https://public.era.nih.gov/commons>
- NIH ASSIST: Getting Started Guide: https://research.ucdavis.edu/wp-content/uploads/ASSIST-Getting-Started-Multi-project_112017.pdf
- NSF FastLane/Research.gov Help: https://www.research.gov/common/attachment/Desktop/FastLane_Help.pdf
- NSF FastLane/Research.gov: https://www.research.gov/research-portal/appmanager/base/desktop?nfpb=true&pageLabel=research_home_page
- ProposalCENTRAL: <https://proposalcentral.altum.com/>
- SmartSimple: https://ucop.smartsimple.com/s_Login.jsp

Email Addresses and Listservs

- Sponsored Programs Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Sponsored Programs eRA Help Desk: SPOeRAHelp@ucdavis.edu
 - For non-Cayuse issues
- SPARK Listserv: https://lists.ucdavis.edu/sympa/info/spark_info
- C&G Listserv: <https://lists.ucdavis.edu/sympa/info/ovcr-cg>
- Grant Coordinators Network (GCN) Listserv: <https://lists.ucdavis.edu/sympa/info/gcn>

SDPS Classes

- Sponsored Programs Essentials
- Preparing a Proposal Budget: Concepts
- Preparing a Proposal Budget: Lab
- Understanding the Award Process
- electronic Research Administration (eRA)
- Cayuse SP: Working with SPO on Awards and Pre-Award Spending Requests
- Cayuse SP and 424: Working with SPO on Subawards (outgoing/incoming)
- Cayuse SP and 424: Role Management and Professional Profiles



Visit the SDPS website for a list of dates and times and to sign up. <http://sdps.ucdavis.edu/>

Q & A

- What questions do you have?



- Don't forget your evaluation forms!

Thank You!

For research-related announcements, you can now follow
SPO on Twitter and YouTube!



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