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
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
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”
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
• 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

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
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

Contact Directory >> Manage Research Roles

>> Add/Edit Role Information

To change role information for a person, please choose that person from the list.

>> Add Contact

, >> Go
Let’s Practice!

*Give yourself Proposal Data access for OVCR – Sponsored Programs.*

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

**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

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

**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)
Cayuse SP Statuses

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>Unsubmitted</td>
<td>Not submitted for routing</td>
</tr>
<tr>
<td></td>
<td>Dept Approval in Process</td>
<td>Pending IPF approvals</td>
</tr>
<tr>
<td></td>
<td>Admin Office in Process</td>
<td>Received by SPO but not assigned</td>
</tr>
<tr>
<td></td>
<td>PS Review</td>
<td>Under review by Proposals Analyst</td>
</tr>
<tr>
<td></td>
<td>CS Review</td>
<td>Under review by Awards Analyst</td>
</tr>
<tr>
<td>Proposal Approved</td>
<td>Proposal approved for submission to sponsor</td>
<td></td>
</tr>
<tr>
<td>Proposal Reopened</td>
<td>Proposal reopened for department to edit</td>
<td></td>
</tr>
</tbody>
</table>
# Cayuse SP Statuses

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Withdrawn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Proposal withdrawn by PI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

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Active</td>
<td>The award has been fully executed and routed to Contracts and Grants Accounting</td>
</tr>
<tr>
<td></td>
<td>Pending</td>
<td>The award is not fully executed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subawards</td>
<td>(Awaiting) Admin Dept</td>
<td>Action is required by the PI/department</td>
</tr>
<tr>
<td></td>
<td>(Awaiting) Award Mgr/Analyst</td>
<td>Action is required by the Award Analyst</td>
</tr>
<tr>
<td></td>
<td>(Awaiting) Subcontractor</td>
<td>Action is required by the Subcontractor/Subawardee</td>
</tr>
<tr>
<td></td>
<td>Fully Executed</td>
<td>The Subaward/Subcontract is fully executed and has been sent to CGA</td>
</tr>
</tbody>
</table>
Resources
Websites and Forms

• Cayuse Research Suite: https://ucdavis.cayuse424.com
• UC Davis Cayuse User Guides and Videos: http://spark.ucdavis.edu/training/
• 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
• 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) Listerv: 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/](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!

@UCDavis
SPO

Sponsored Programs
UC Davis