Script 1: Complete the Cayuse SP Proposal

1. Login to: http://ucdavis-uat.cayuse424.com
   a. Username: amieadmin
   b. Password: training

2. Select Cayuse SP.


4. Complete the General (first) tab as follows.
   a. Sponsor (Prime Applicant): NIH National Cancer Institute (NCI)
   b. Funding Opportunity/Sponsor application No: PA-EO-777.
   c. Sponsor Program Name: NIH Research Project Grant
   e. Prime Funding Agency (sponsor that will provide award funding): leave blank
   f. Admin Unit: Med: Intl Med- Hematology & Oncol (Note: The correct unit code to select is 049227)
   g. Primary Administrative Contact: Amie Admin
   h. Short Project Name: 05/16/2019 Apple NIH NCI
   i. Project Start Date: 01/01/2020
   j. Project End Date: 12/31/2021
   k. Activity Code: 01 Basic Research
   l. Proposal Type: New
   m. Instrument Type: Grant
   n. Submission Method: Cayuse 424
   o. Affiliated Units: none
   p. Sponsor Deadline: 05/16/2019
   q. Deadline Time: 17:00 Pacific
   r. Postmark or Receipt: Receipt
   s. Title of Project: Does coffee correlate with cancer incidence in mice?
   t. Select Save

5. For this class only: Skip the Investigators/Research Team through Regulatory Compliance tabs.

6. Go the Subrecipients tab: Enter the Subaward institution(s)
   a. Put your cursor in the text field or select the magnifying glass icon
      i. Search for “Rutgers”
      ii. Select Rutgers University if listed; otherwise, find and select Miscellaneous Sponsors
   b. Select Add Subcontractor

7. Go to Proposal Attachments
   a. Select a document from the computer
   b. Select Subcontract Documents as the Document Type
   c. Select Add
Script 2: Manually Enter Cayuse 424 Subaward

2. Select Cayuse 424.
3. Select Opportunities.
4. Select the plus sign next to PA-EO-777 – Use for all R’

| PA-EO-777 | G.g. Training and NIH Ext-UAT FOA (Chan | TYPE7-RESEARCH-E | Use for all R’s (R01,R03,R21,R34,RC1,etc) |

5. Complete the pop-up window as follows:
   a. Proposal Name: 05/16/2019 Apple NIH NCI
   b. Principal Investigator: Charlie Apple
   c. Organization: The Regents at the University of California (Davis)
   d. Default IDC: On Campus Org Research MTDC
   e. # of Budget Periods: 2
   f. Due Date: 05/16/2019
   g. Validation Type: NIH
   h. Select Create Proposal.

6. Go o SF424 RR Page 1:
   a. Type of Submission: Application
   b. Under Person to be contacted on matters involving this award: Select the pencil icon to find and select Kassie Obelleiro.
   c. Type of Application: New
   d. Descriptive Title of Applicant’s Project: Subawards Test Proposal
   e. Proposed Start and End Dates: 01/01/2020 – 12/31/2021 (Select the calendar icon, number of budget periods, period length, start date and the select Update Periods.)
   f. PD/PI Contact Information: in the Street 1 field, enter “1850 Research Park Drive”

7. **For this class only**, skip all of the other sections EXCEPT the RR Subaward Budget Attachment.

8. Go to the RR Subaward Budget Attachment page.
   a. Check the box next to RR Subaward Budget Attachment page.
   b. Select Create Subaward.

9. Complete the Create New Subaward pop-up screen as follows:
   a. Subaward name: Rutgers Subaward
   b. Organization: Rutgers University
   c. Default IDC Rate: MTDC On_campus
   d. # of Budget Periods: 2 (This should match # of budget periods in Prime)
   e. Due Date: 05/16/2019
   f. Select Create Subaward
10. Complete Page 1 of the RR Project/Performance Site Location(s) screen as follows:
   a. Note that the “Include to Prime” box must be checked.

11. Complete RR Key Persons screen
   a. Select Manage Key Persons
   b. Select Add Key Person
   c. Select Crystal, Stephen from the list
   d. Select Add Selected Key Person
   e. Role: “Other”
   f. Other Project Role Category: “Site PD/PI”
   g. Appointment type (months)
      i. Delete Calendar Months
      ii. Academic: 9
      iii. Summer: 3
   h. For both periods:
      i. Acad. Salary: 140,250
      ii. Summ. Salary: 46,750
      iii. Acad. Months: .900
      iv. Summ. Months: 1.00
      v. Fringe Benefits: 14,961
   i. Select Close

12. Select + sign next to Stephen Crystal
   a. Organization Name: Rutgers University
   b. Street 1: 33 Knightsbridge Rd., 2nd Flr, East Wing
   c. City: Piscataway
   d. State: New Jersey
   e. Country: United States of American
   f. Zip: 08854-3925
   g. Phone Number: 848-932-9758
   h. Email: leave as is
   i. Credential: scrystal
   Role: Other, Site PD/PI
13. Complete the RR Budget as follows:
   a. Page 1:
      i. Organizational Duns: leave blank in test instance; However this would be entered in an actual proposal
      ii. Budget Type: Subaward/Consortium (Confirm - should already be selected)
      iii. Project Role: Site PD/PI
      iv. Change Indirect Cost Type under Req. Salary and Fringe: MTDC On-campus
   b. Page 2: Add Travel
      i. Domestic Travel: 6,300
      ii. Indirect Cost Type: MTDC On-campus
   c. Page 3:
      i. Materials and Supplies: 1,950
         1. Indirect Cost Type: MTDC On-campus
      ii. Line Item 8: Enter “Data Center Costs” at 20,000
         1. Indirect Cost Type: MTDC On-campus
      iii. Line Item 9: Enter “Data Purchase 2,000
         1. Indirect Cost Type: MTDC On-campus
      iv. Indirect Costs
         1. Indirect Cost Type: MTDC On-campus

   H. Indirect Costs

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
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<td>MTDC On-campus</td>
<td>57.000</td>
<td>74,816</td>
<td>42,645</td>
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</tbody>
</table>

   Total Indirect Costs: 42,645

   Cognizant Federal Agency
   (Agency Name, POC Name, and POC Phone Number)

   I. Total Direct and Indirect Costs

   Total Direct and Indirect Institutional Costs (G + H): 117,461

   J. Fee

   Funds Requested ($): 0

   K. Total Costs and Fee

   Total Costs and Fee (I + J): 117,461
14. Select Prime in breadcrumbs at top.

<table>
<thead>
<tr>
<th>Section</th>
<th>Costs (A thru F)</th>
<th>Costs (G + H)</th>
<th>Total Costs and Fee (I + J)</th>
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<tr>
<td>K</td>
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</table>

15. Review the RR Budget, Page 4. The Subaward costs should be listed under Section F.