

# Cayuse SP and 424 – UC Davis

## Scripts: Submitting a Proposal with Subawards

### 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.
3. Select Start New Proposal.
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
  - d. Proposal Guideline URL: <https://grants.nih.gov/grants/guide/pa-files/PA-EO-777>
  - 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

1. Go back to: <http://ucdavis-uat.cayuse424.com>
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 (Change Log)	TYPE7-RESEARCH-E	Use for all R's (R01,R03,R21,R34,RC1,etc)
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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 to 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:

- Note that the “Include to Prime” box must be checked.

Project/Performance Site Location(s)			
<input checked="" type="checkbox"/> <b>Include in Prime</b>			
<b>Project/Performance Site Primary Location</b>			
Organization: Rutgers, The State University of New Jersey DUNS Number: 001912864 * Street1: Institute for Health * City: New Brunswick * State/Province: New Jersey * Country: United States of America	Street2: County/Parish: * Zip/Postal Code: 08901-1913		
* Project/Performance Site Congressional District: NJ-006			

11. Complete RR Key Persons screen

- Select Manage Key Persons
- Select Add Key Person
- Select Crystal, Stephen from the list
- Select Add Selected Key Person
- Role: “Other”
- Other Project Role Category: “Site PD/PI”
- Appointment type (months)
  - Delete Calendar Months
  - Academic: 9
  - Summer: 3
- For both periods:
  - Acad. Salary: 140,250
  - Summ. Salary: 46,750
  - Acad. Months: .900
  - Summ. Months: 1.00
  - Fringe Benefits: 14,961
- Select Close

12. select + sign next to Stephen Crystal

- Organization Name: Rutgers University
- Street 1: 33 Knightsbridge Rd., 2nd Flr, East Wing
- City: Piscataway
- State: New Jersey
- Country: United States of American
- Zip: 08854-3925
- Phone Number: 848-932-9758
- Email: leave as is
- Credential: scrystal

Role: Other, Site PD/PI

A. Senior/Key Persons in Budget Period 1 of 2										<b>Manage Key Persons</b>			
First Pref.Name	Mid. Name	Last Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Stephen		Crystal	Site PD/PI	187,000	0	140,250	46,750	9.000	1.000	155,833	14,961	170,794	
Total Senior/Key Person												170,794	

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

d. Page 4: Review for accuracy.

**H. Indirect Costs**

**Note:** Indirect Cost types are defined in the Institutional Profile, under the **Institutions** tab. Bring any profile changes into budget by refreshing **Applicant Organization**.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. MTDC On_campus ▼	57.000	74,816	42,645
2. ▼			
3. ▼			
4. ▼			
<b>Total Indirect Costs</b>			<b>42,645</b>

**Cognizant Federal Agency**

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

<b>I. Total Direct and Indirect Costs</b>	<b>Funds Requested (\$)</b>
<b>Total Direct and Indirect Institutional Costs (G + H)</b>	<b>117,461</b>
<b>J. Fee</b>	<b>Funds Requested (\$)</b>
<b>K. Total Costs and Fee</b>	<b>Funds Requested (\$)</b>
<b>Total Costs and Fee (I + J)</b>	<b>117,461</b>

14. Select Prime in breadcrumbs at top.

<b>Section G, Direct Costs (A thru F)</b>	162,027
<b>Section H, Indirect Costs</b>	0
<b>Section I, Total Direct and Indirect Costs (G + H)</b>	162,027
<b>Section J, Fee</b>	
<b>Section K, Total Costs and Fee (I + J)</b>	162,027

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