**Electronic Research Administration (eRA)**

Presented by the UC Davis Sponsored Programs Office

## Learning Objectives

* **eRA Best Practices** Understand how best to use eRA systems
* **eRA Systems** Know what eRA systems are available and used by UC Davis researchers and staff
* **eRA Processes** Know which eRA system to use for specific processes and sponsors

Helpful resource: [SPO Key Terms](https://research.ucdavis.edu/wp-content/uploads/SPO_KeyTerms.pdf) *(abbreviations and definitions)*

*Use* ***CTRL + Click*** *on row below to jump to that section*

Contents

[Learning Objectives 1](#_Toc180499757)

[Sponsored Programs Office (SPO) 3](#_Toc180499758)

[eRA 4](#_Toc180499759)

[General eRA Best Practices 4](#_Toc180499760)

[UC Davis eRA Systems 5](#_Toc180499761)

[Extramural Proposal Submission 5](#_Toc180499762)

[Cayuse SP Best Practices 5](#_Toc180499763)

[Roles in Cayuse SP 5](#_Toc180499764)

[Minimum Proposal Documents for SPO Assignment 6](#_Toc180499765)

[Returning an IPF for Correction and Re-Authorization 6](#_Toc180499766)

[Entering an IPF in Cayuse SP 6](#_Toc180499767)

[PI Certification 7](#_Toc180499768)

[Cayuse SP Statuses – Proposals 7](#_Toc180499769)

[Cayuse SP Statuses - Awards & Subawards 8](#_Toc180499770)

[How to Check IPF Status and SPO Assignment 8](#_Toc180499771)

[Cayuse 424 8](#_Toc180499772)

[Cayuse 424 Best Practices 8](#_Toc180499773)

[Cayuse 424 Professional Profiles 9](#_Toc180499774)

[Find your Professional Profile 9](#_Toc180499775)

[Update your Professional Profile 9](#_Toc180499776)

[Cayuse 424 Functions 10](#_Toc180499777)

[How to Prepare a Cayuse 424 Proposal 10](#_Toc180499778)

[Sponsor eRA Systems 11](#_Toc180499779)

[Sponsor eRA Systems 11](#_Toc180499780)

[Sponsor eRA Best Practices 11](#_Toc180499781)

[Stand-Alone Systems 12](#_Toc180499782)

[Research.gov 12](#_Toc180499783)

[Research.gov Access Guidelines 12](#_Toc180499784)

[NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) 12](#_Toc180499785)

[ProposalCentral 13](#_Toc180499786)

[Financial Assistance and Applications Submittal Tool (FAAST) 13](#_Toc180499787)

[SmartSimple 13](#_Toc180499788)

[eRA Systems Linked to Cayuse 424 14](#_Toc180499789)

[ASSIST (Application Submission System & Interface for Submission Tracking) 14](#_Toc180499790)

[NIH eRA Commons 14](#_Toc180499791)

[NIH eRA Commons Roles 15](#_Toc180499792)

[NIH x-Train 15](#_Toc180499793)

[ezFedGrants (eFG) and Agreement System 15](#_Toc180499794)

[Post-Award Management Systems 16](#_Toc180499795)

[eBRAP (Department of Defense) 16](#_Toc180499796)

[JustGrants (Department of Justice) 16](#_Toc180499797)

[G6/US Department of Education 16](#_Toc180499798)

[GrantSolutions 17](#_Toc180499799)

[PAMS (Department of Energy) 17](#_Toc180499800)

[Resources 18](#_Toc180499801)

[Contact Us 18](#_Toc180499802)

[Electronic Research Administration Systems 18](#_Toc180499803)

[Common Acronyms 18](#_Toc180499804)

[Sponsored Programs Contacts & Links 19](#_Toc180499805)

[SPO Office Hours & Training Opportunities 19](#_Toc180499806)

[Research Administration Forum 19](#_Toc180499807)

[Office of Research Listservs 19](#_Toc180499808)

[UC Learning Center classes 20](#_Toc180499809)

[Thank you! 20](#_Toc180499810)

## Sponsored Programs Office (SPO)

<https://research.ucdavis.edu/about/offices/spo-office/>

Per policy, SPO:

* Conducts institutional review of outgoing [proposals](https://research.ucdavis.edu/research-support/proposals/spo-proposal/institutional-information/) for extramural funding and (usually) submits them to the sponsor. Exceptions:
  + [Limited submission](https://research.ucdavis.edu/research-support/research-development-funding/funding-opportunities/limited-submissions/) pre-proposals
  + Pre-proposals that do not require:
    - A budget
    - Institutional signature
    - Acceptance of terms and conditions (at proposal stage)
* Reviews, negotiates and signs incoming [awards](https://research.ucdavis.edu/research-support/awards/)
* Processes outgoing [subawards](https://research.ucdavis.edu/research-support/awards/subawards/)
* Processes significant changes to an award.

**SPO does not:**

* Manage contract or grant funding received by the university.
* [Contracts & Grants Accounting (CGA)](https://financeandbusiness.ucdavis.edu/finance/contracts-grants-accounting) does this.

Relevant Policies:

* [UC Contract and Grant Manual 1-500 Principal Investigator Guidelines](https://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/chapter1/chapter-1-500.html)
* [UC-RG-12-0014 – C&G Requirement](https://policy.ucop.edu/doc/2500500/ReqSubmitProp-Awar)
* [Board of Regents Standing Order 100](https://regents.universityofcalifornia.edu/governance/standing-orders/so1004.html)

# eRA

The process through which the administrative and business side of research, primarily grant activity, is automated via electronic communications.

eRA systems facilitate many functions of grant administration, such as:

1. Preparing and submitting application materials
2. Reviewing application materials
3. Submitting post-award materials, such as progress reports
4. Requesting administrative changes

## General eRA Best Practices

* **Register Early**

Allow several days for account

registration and set-up

* **Read Sponsor Guidelines**

Review program specific and sponsor overarching guidelines

* **Assign Proper Roles**

Understand what the range of roles allow users to do.

* **Confirm Availability**

Ensure the PI and/or department contract and grant administration is available during SPO review

# UC Davis eRA Systems

Internal systems used to conduct research administration processes and transactions

##### [**Cayuse**](https://ucdavis.cayuse424.com/) - Contract and grant processing

##### [**IRBNet**](https://www.irbnet.org/release/index.html) - Human subjects research

##### [**IACUC Protocols**](https://iacuc.ucdavis.edu/protocol/) - Animal care and use

##### [**eCOI**](https://or-forms.ucdavis.edu/) - Conflict of interest

##### [**BUA Application**](http://safetyservices.ucdavis.edu/article/biological-use-authorization-bua) - Biological use authorizations

**Informational Systems:**

* [**Pivot**](https://pivot.proquest.com/session/login) - Funding opportunity database
* [**InfoReady Review**](https://ucdavis.infoready4.com/#homePage) - Internal funding opportunities (& limited submission)
* [**Core Facility Services and**](https://research.ucdavis.edu/research/core-facilities-services/service-equipment-locator/)[**Equipment Search**](https://research.ucdavis.edu/research/core-facilities-services/service-equipment-locator/) - UCD shared resources



## Extramural Proposal Submission

<https://ucdavis.cayuse424.com/>

* **Cayuse SP** - Internal routing and approval
* **Cayuse 424** - Application submission to most **Federal** sponsors
* **System Administration** - Actions such as:
  + Role assignment
  + Unit contacts
  + Organizational hierarchy

## Cayuse SP Best Practices

* **Be Thorough**

Provide required information & documents

* **Confirm IPF Approvers**

All Approving Units require an IPF Approver

* **Use the Resources**

[OR Budget Templates](https://docs.or.ucdavis.edu/spo/) are helpful

* **Monitor Routing**

Check the status and ensure certified/authorized IPF is received by SPO at least 5 business days before deadline

## Roles in Cayuse SP

* **Investigator/Research Team**

Roles assigned by the individual(s) preparing the IPF in Cayuse SP under the ‘Investigator/Research Team’ tab

* **Research Contacts**

Roles assigned by department Role Managers

* + Role Managers maintain unit ‘Research Contacts’ and update them as personnel or job responsibilities change. Unit Heads assign Role Managers by requesting access from SPO via email: ORCayuseHelp@ucdavis.edu

**Research Contacts**

* **Role Manager:**

Grants access to unit information and establishes roles

* **IPF Approver:**

Authorizes IPFs, usually the unit head

* **Pre-award Spending Approver:**

Endorses advance account requests

* **Proposal Data Access:**

View access to proposals in that admin unit

* **Award Data Access:**

View access to awards in that admin unit

**Investigator/Research Team**

* **Lead Principal Investigator:**

Required; must be added first

Must certify and be authorized by IPF Approver

* **Principal Investigator:**

Co-PI if allowed by the sponsor

Must certify and be authorized by IPF Approver

* **Investigator:**

Primary contributor

Must be authorized by IPF Approver

* **Proposal Editor:**

No routing: Will have edit access to proposal and view access to associated awards

* **Other Participant:**

No Routing: Will have edit access to proposal and view access to associated awards

## Minimum Proposal Documents for SPO Assignment

* **Completely Routed and Authorized IPF**

Complete IPF with Lead PI and co-PI Certifications and IPF Authorizations

* **Budget Spreadsheet** ([OR Budget Templates](https://docs.or.ucdavis.edu/spo/) required for internal budgets)

Strongly encouraged even if NOT required by the sponsor

* **Budget Justification**

Strongly encouraged even if NOT required by the sponsor

* **Scope of Work**

May submit a draft and provide the final before submission to sponsor

## Returning an IPF for Correction and Re-Authorization

1. Incomplete Proposal
2. Incorrect or Revised Budget / Cost Sharing
3. Change in Key Personnel or Effort
4. Additional Subawards

IPFs requiring significant revisions require re-certification by the Lead PI and co-PIs and re-

authorization by the IPF Approver(s)

## Entering an IPF in Cayuse SP

<https://www.yout-ube.com/watch?v=fCUYC1-vsAI>

* *If video doesn’t start at first — “This video is unavailable” — simply refresh the video and it should work*

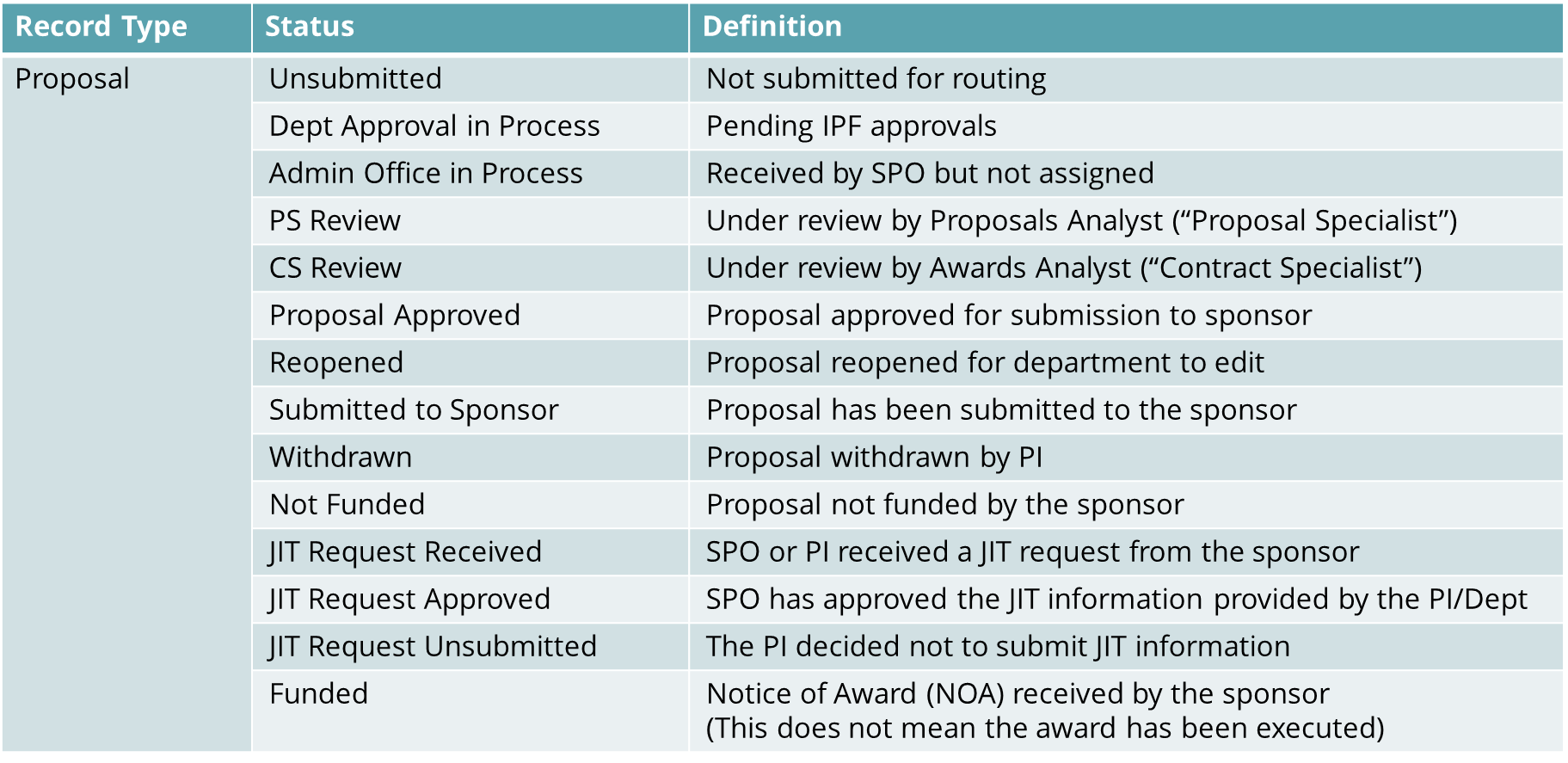
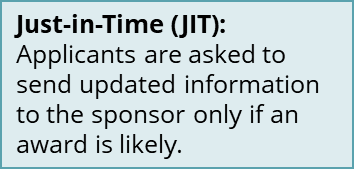
## PI Certification

This screenshot indicates everything that a PI certifies.

* If an IPF is routed to SPO without the required certifications, it will be returned to “Dept Approval in Process” and certification will be requested.
* **A screenshot of a computer

  Description automatically generated**No one can certify on a PIs behalf. They need to go in and do it themselves.

## Cayuse SP Statuses – Proposals

Cayuse can be used to check the status of a proposal, award, or subaward.

## Cayuse SP Statuses - Awards & Subawards

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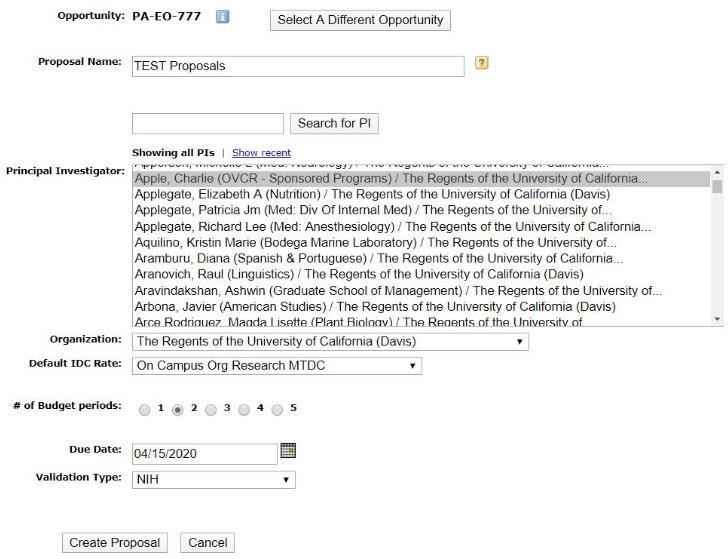
Note: You will receive an email from your SPO Award Analyst notifying you when an award is made **Active** and **Obligated** and thereby forwarded to **Contracts & Grants Accounting (CGA)** for next steps.

The complete list of statuses can also be found on page 47 of the   
[Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers](https://research.ucdavis.edu/wp-content/uploads/End-users-v13.pdf)

## How to Check IPF Status and SPO Assignment

Video: <https://www.yout-ube.com/watch?v=UTQDFoxmI3o> (length: 3:53)

* *If video doesn’t start at first — “This video is unavailable” — simply refresh the video and it should work*



## Cayuse 424

<https://ucdavis.cayuse424.com/>

Used to submit applications to sponsors, manage profiles, and create/import subaward proposals

**Sponsor Submission**

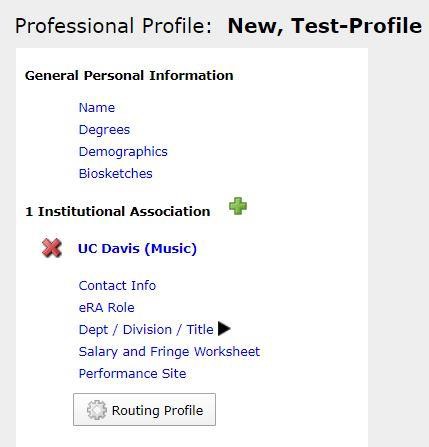
* Use for all Grants.gov proposals.
  + Cayuse 424 is linked system-to-system to Grants.gov.
* Cannot be used for NSF or NASA Proposals

**Professional Profiles**

* Appointment, Salary and Unit Affiliation

## Cayuse 424 Best Practices

* Read ALL Sponsor Guidelines
* All involved should verify accuracy of their Professional Profiles
* Save time by completing the Cayuse 424 proposal while the Cayuse SP IPF is still being routed for approvals
* Correct Errors/Warnings
* Have Full Application Ready and Approved by PI Two (2) Days Before Business Deadline



## Cayuse 424 Professional Profiles

Accuracy of Professional Profiles is critical for smooth Cayuse SP IP routing.

**Managing Professional Profiles:** <https://www.yout-ube.com/watch?v=mJqQHledB9Y> (10:26)

* *If video doesn’t start at first — “This video is unavailable” — simply refresh the video and it should work*

## Find your Professional Profile

Find Your Professional Profilein **People** tab:

1. Enter your **last name** in the search field.
2. Change the Institution to **The Regents of the University of California (Davis) – UC Davis**.
3. Select **Search**.
4. **Select your name** if it is on the list.

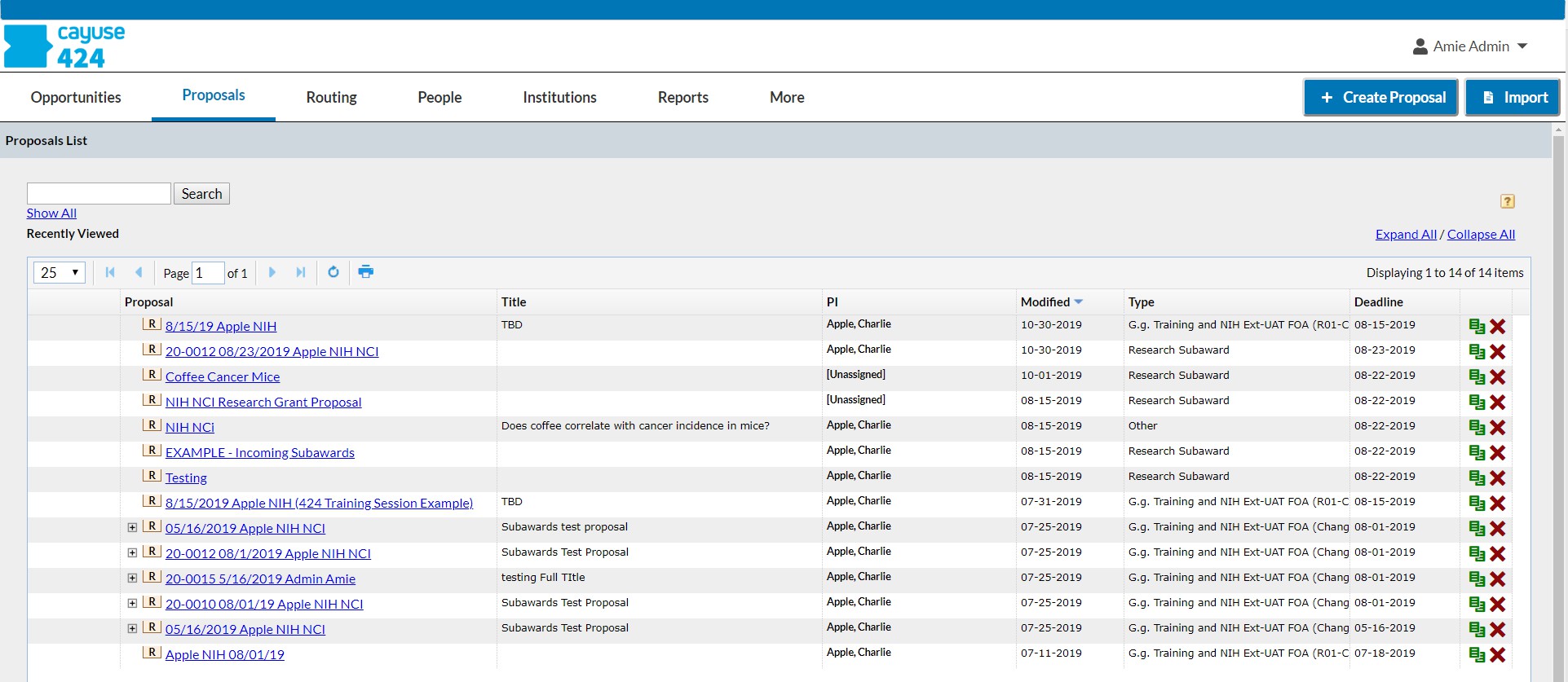
**If you do not have a Profile:**

1. **Email** [**ORCayuseHelp@ucdavis.edu**](mailto:ORCayuseHelp@ucdavis.edu) to request a Profile and provide the following information:
   * First Name:
   * Last Name:
   * Kerberos username (if known):
   * UC Davis Email address:
   * Dept:
   * PI status (Will you be submitting as PI at some point (Yes/No)):

## Update your Professional Profile

**Update your existing Profile / Complete your new Profile:**

1. **Review all tabs** to ensure they have correct information.
2. Notes:
   * **eRA Role**
     + **Principal Investigator:** Anyone who would be added as personnel in Cayuse 424
     + **Assistant:** Anyone assisting with proposal preparation or needing access to proposals in Cayuse 424
     + Other roles are for SPO only
   * **Dept/Division/Title:** Unit Code for the unit associated with contracts and grants
   * **Salary and Fringe Worksheet:** Employee ID, Appointment Information (Annualized Salary), Fringe Benefit Rate
   * **Performance Site:** Location where most of the PI’s work takes place
3. Select the **Save** icon on the toolbar next to your name.



## Cayuse 424 Functions

These are the main functions you will use:

1. Navigate from the top bar
   1. Search **Opportunities** to create the proposal UNLESS you are creating a proposal as a Subrecipient.
      1. If you are preparing proposal as the Subrecipient, start from **+ Create Proposal**
   2. Find a Proposal that has already been created from **Proposals**
2. From the list, select the **Proposal** name to edit.
   1. Select **R** to view as read-only.
   2. Select the green papers to copy the proposal
   3. Select the X to delete it.
3. Select **People** on top toolbar to manage Professional Profiles

## How to Prepare a Cayuse 424 Proposal

Video: <https://www.yout-ube.com/watch?v=evL7fjN7yhE> (length: 12:33)

* *If video doesn’t start at first — “This video is unavailable” — simply refresh the video and it should work*

Tips:

* A good time to start the Cayuse 424 proposal is once the IPF is submitted for approvals in Cayuse SP.
* Helpful link: [Institutional Information](https://research.ucdavis.edu/research-support/proposals/spo-proposal/institutional-information/)
* **Proposal Name:** Include the related Cayuse SP proposal # so SPO can connect the two + PI’s name + Funding Opportunity Number.
* **Attachments** should be PDFs only.
  + Exception: Attach Excel budget if required by sponsor (some DoD and DoE applications).
* **Person to be contacted on matters involving this application:** Your SPO Proposals Analyst.

# Sponsor eRA Systems

## Sponsor eRA Systems

Though UC Davis currently engages with 200+ different sponsor eRA systems, this section of the training will only cover commonly used systems.

* SPO helps you register in these eRA systems but does not provide guidance on their further use.
* Reach out to an eRA system’s helpdesk for further guidance.

## Sponsor eRA Best Practices

We’ll cover specifics for a range of sponsor eRA systems but they all have these needs in common:

* **Register early**
* **Review sponsor guidelines**
* **Give SPO Access**
  + Unless submitting through Cayuse 424, you’ll need to add your assigned SPO analyst
* **Finalize the submission early**

**SPO always submits the proposal to the sponsor** unless the sponsor requires the PI submit.

* In such cases, SPO will forward the approved proposal package to the PI for submission.

# A group of logos on a white background Description automatically generatedStand-Alone Systems



## Research.gov

<https://www.research.gov/>

Always use Research.gov for NSF submissions.

Research.gov is used for all stages of NSF grant administration

**Roles:**

Sponsored Programs Office

* **Authorized Organizational Representative (AOR):**

Approves and submits proposals on PI’s behalf

Investigator/Research Team

* **Principal Investigator (PI):**

Responsible for scientific or technical direction;

Can perform proposal and award actions

* **Other Authorized User (OAU):**

May assist with budget preparation and revision with the Proposal PIN and ID number

## Research.gov Access Guidelines

1. **NSF ID** [**Look-Up**](https://identity.research.gov/sso/services/forgotNSFID) Ensure the user does not have an NSF ID
2. [**Register**](https://apps.research.gov/account/registration) **for an NSF ID** PIs and OAUs need an NSF ID
3. **Request Role** Select either the PI role or the OAU role to request access

SPO will be notified and process the affiliation

## A black and white logo Description automatically generatedNASA Solicitation and Proposal Integrated Review and Evaluation System **(NSPIRES)**

<https://nspires.nasaprs.com/external/>

NSPIRES is the **NASA** full life-cycle grants management system.

* View solicitations, submit proposals and conduct proposal review

**NASA grant applications must be submitted through this system** – No Cayuse 424 access.

* Individual [Registration](https://nspires.nasaprs.com/external/registration/createuser!init.do) Required
* **SPO submits** to sponsor

## ProposalCentral

<https://proposalcentral.com/>

ProposalCentral lists grant opportunities and accepts grant applications for a number of **non- profit, state, and private grantmakers**, such as the **American Cancer Society** and the **American Lung Association**.

ProposalCentral grants cannot be applied for

through Cayuse 424.

Applicants need to **register only once** to use the system. [How to register](https://docs.proposalcentral.com/RegUser.pdf) (PDF)



## Financial Assistance and Applications Submittal Tool (FAAST)

<http://faast.waterboards.ca.gov/>

Used for various **California state** agency funding opportunities, such as the:

* California Department of Housing and Community Development
* California Department of Food and Agriculture
* California Department of Education
* State Water Resources Control Board

PI self-registers

**PI submits** to sponsor

* **SPO does not have access** – Upload all documents in **Cayuse SP**

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## SmartSimple

<https://rgpogrants.ucop.edu/s_Login.jsp>

Use for UCOP proposals

* Other sponsors using the system will have a unique link

**Register early** for an account

* Select **Register Here**

Key roles:

* **PI Assistant:** Dept Admin (can be multiple)
* **PI:** Principal Investigator
* **Contracts and Grants Contact:** Denise Ehlen, [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu)
* **Signing Official:** Denise Ehlen, [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu)
* **Fiscal Contact:** Mario Reina-Guerra, [mreinaguerra@ucdavis.edu](mailto:mreinaguerra@ucdavis.edu)

**SPO submits** to sponsor.

# eRA Systems Linked to Cayuse 424

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## A blue and white logo Description automatically generatedASSIST (Application Submission System & Interface for Submission Tracking)

<https://public.era.nih.gov/assist/>

SPO recommends that all NIH proposals be submitted via **Cayuse 424**.

* This includes **multi-component proposals** (e.g., includes admin core, project, career development, and/or training components).
* Cayuse 424 allows easier access to the proposal, which speeds the review process.

Register through **eRA Commons** to access ASSIST

ASSIST is used for **proposal submissions**.

* **Post-award management** is handled through **eRA Commons**

**SPO will submit** the proposal to the sponsor, except:

* PIs submit Streamlined Noncompeting Award Process (SNAP) awards

## NIH eRA Commons

<https://public.era.nih.gov/commonsplus/>

**Note:** Prior to submitting a proposal via Cayuse 424, all investigators named in the proposal are advised to ensure that they have established their **NIH user access in eRA Commons** and it is also recommended that they have established their **Open Researcher and Contributor ID (ORCID)**.

## NIH eRA Commons Roles

**Roles:**

Sponsored Programs Office

* **Administrative Official (AO):** Reviews proposals
* **Signing Official (SO):** Approves and submits proposals

Investigator/Research Team

* **Principal Investigator (PI)/Project Director:** Responsible for scientific or technical direction; can perform proposal and award actions.
  + Must have an eRA Commons account when the application is started in ASSIST.
* **Assistant (ASST):** May edit application.

Note: The **National Oceanic and Atmospheric Administration (NOAA)** previously had its own grant management system (NOAA Grants Online) but has transitioned to using **eRA Commons**.

## NIH x-Train

<https://era.nih.gov/help-tutorials/xtrain>

Roles:

* **TRAINEE** – Enters data and manages
* **PI** – Enters data and manages
* **SO** – View access
* **BO** – Submits Terminations
* **SPONSOR** – Terminates Fellows
* **ASST** (when delegated by SPONSOR or PI)

Manage Trainee Appointments

* Institutional Research Training Grants
* Institutional Career Development Awards
* Research Education Awards

A close up of a sign

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## **ezFedGrants (eFG) and Agreement System**

<https://nfc.usda.gov/FSS/clientservices/ezFedGrants/index.php>

Though eFG allows grant applications, when possible, USDA grants should be applied for through **Cayuse 424**.

* If you submit through eFG, **SPO will submit** the proposal to the sponsor

eFG is used for post-award management of USDA grants and agreements

* **Register early** – Give yourself at least one week

# Post-Award Management Systems

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## A logo with text on it Description automatically generatedeBRAP (Department of Defense)

<https://eBRAP.org/>

Though applications must be submitted through **Cayuse 424**, all **DoD Congressionally Directed Medical Research Programs (CDMRP)** applications require a pre-application through the eBRAP system

You must register to use the eBRAP system.

* [User Guide](https://ebrap.org/eBRAP/public/UserGuide.pdf)

## JustGrants Resource Website | U.S. Department of JusticeJustGrants (Department of Justice)

<https://justicegrants.usdoj.gov/>

Grant applications are made through **Cayuse 424**.

* Applicants need to be registered with [SAM.gov](https://sam.gov/content/home).
* Applications need to identify an **Authorized Organizational Representative (AOR)** (assigned from the Sponsored Programs Office)

Used for **post-award management** (award modifications, performance/financial reports, closeouts).

Once you are awarded, your AOR will add you to JustGrants and **you will receive an email from “DIAMD-NoReply@usdoj.gov”** with instructions on how to create your account.

## G6/US Department of Education

<https://g6.ed.gov/>

The Department of Education accepts grant applications via **Cayuse 424.**

G6 is used for post-awards management:

* Perform administrative changes on grants
* Request no-cost extensions
* Submit progress reports

Individual [registration](https://www.g5.gov/g5/home/externaluserregistration) is required

* Note that some administrative actions require approval by the University’s **authorized signature representative** and are **typically initiated by SPO**.

## Bringing Blockchain Into GovernmentGrantSolutions

<https://home.grantsolutions.gov/>

GrantSolutions **supports various Federal agencies** such as the **Department of the Interior** and the **Department of Transportation.**

It provides **post-award services** for grants applied for through **Cayuse 424.**

* **Register early** – Give yourself at least one week
* **Non-competing continuations** and **directed supplements** may be applied for through GrantSolutions. In such cases, the PI submits the grant.

**SPO does not have access to GrantSolutions**, so all documents must be uploaded in **Cayuse SP**.

## PAMS (Department of Energy)



<https://pamspublic.science.energy.gov/>

PAMS allows PIs to manage grants awarded by the **DoE Office of Science.**

* Grant applications must be submitted through **Cayuse 424.**

While you may be invited to register in PAMS, you can also self register at <https://pamspublic.science.energy.gov/WebPAMSExternal/Interface/Registration/CreateAccount.aspx>

* There is **no approval required by SPO** once an account has been registered.
* **SPO analysts will receive an email** notifying them of the account creation.

# Resources

## Contact Us

How did we do? Please complete the course evaluation at

<https://ucdavis.co1.qualtrics.com/jfe/form/SV_5pe1W9dTaFY38YS>

Perry King

SPO Training Officer

Email: [pking@ucdavis.edu](mailto:pking@ucdavis.edu)

Terry Duperron

eRA Analyst

Email: [SPOeRAHelp@ucdavis.edu](mailto:SPOeRAHelp@ucdavis.edu)

## Electronic Research Administration Systems

[List of internal and external eRA systems UC Davis systems](https://research.ucdavis.edu/research-support/proposals/spo-proposal/proposal-submission/era/)

**UC Davis systems**

* Cayuse 424 and SP: <https://ucdavis.cayuse424.com/> (copy & paste address in browser)
* [Learn: Cayuse SP](https://research.ucdavis.edu/research-support/proposals/spo-proposal/proposal-submission/cayuse-sp/) and [Learn: Cayuse 424 and NIH ASSIST](https://research.ucdavis.edu/research-support/proposals/spo-proposal/proposal-submission/spo-training-grant-subs/)
* [Biological Use Authorization (BUA) Application](http://safetyservices.ucdavis.edu/article/biological-use-authorization-bua)
* [Electronic Conflict of Interest (eCOI) System](https://or-forms.ucdavis.edu/)
* [Anatomical Materials Review Committee (AMRC) Resources](https://research.ucdavis.edu/policiescompliance/human-anatomical-specimen-tissue-oversight/)
* [Institutional Animal Care and Use Committee (IACUC) Application](https://iacuc.ucdavis.edu/protocol/)
* [IRBNet (Human Subjects Protocols)](https://www.irbnet.org/release/index.html)

## Common Acronyms

* **AMRC:** Anatomic Materials Review Committee
* **BAA:** Broad Agency Announcement
* **BUA:** Biological Use Approval
* **CGA:** Contracts and Grants Accounting
* **COI:** Conflict of Interest
* **eRA:** Electronic Research Administration
* **F&A:** Facilities & Administrative rates, aka indirect cost rates
* **FOA:** Funding Opportunity Announcement
* **IACUC:** Institutional Animal Care and Use Committee
* **ICR:** Indirect Cost Rate
* **IDC:** Indirect Costs
* **IPF:** Internal Processing Form (Cayuse SP “proposal”)
* **IP:** Intellectual Property
* **IRB:** Institutional Review Board (Human Subjects)
* **PHS:** Public Health Service
* **PI:** Principal Investigator
* **RCR:** Responsible Conduct of Research
* **RECO:** Research Ethics and Compliance Office
* **RFA:** Request for Applications
* **RFP:** Request for Proposals
* **RPPR:** Research Performance Progress Reports
* **SBIR:** Small Business Innovation Research
* **SPO:** Sponsored Programs Office
* **STTR:** Small Business Technology Transfer

## Sponsored Programs Contacts & Links

* Proposals: [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu)
* Awards: [awards@ucdavis.edu](mailto:awards@ucdavis.edu)
* Subawards: [subawards@ucdavis.edu](mailto:subawards@ucdavis.edu)
* Closeouts: [closeouts@ucdavis.edu](mailto:closeouts@ucdavis.edu)
* eRA Help: [SPOeRAhelp@ucdavis.edu](mailto:SPOeRAhelp@ucdavis.edu)
* Cayuse Help Desk: [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu)
* Training: [SPOTraining@ucdavis.edu](mailto:SPOTraining@ucdavis.edu)
* Negotiations: [OR-SPO-Negotiation-Team@ad3.ucdavis.edu](mailto:OR-SPO-Negotiation-Team@ad3.ucdavis.edu)
* [SPO Contact Us webpage](https://research.ucdavis.edu/about/offices/spo-office/#ci)
* [Sponsored Programs Office (SPO)](https://research.ucdavis.edu/about/offices/spo-office/)
* [SPO Proposal and Award Learning Resources](https://research.ucdavis.edu/research-support/proposals/spo-proposal/spo-training/training-opps/)

## SPO Office Hours & Training Opportunities

**SPO Office Hours:** Bring your questions and join our knowledgeable staff for guidance and training on preparing and submitting proposals for extramural funding.

* Drop in via Zoom the 1st Thursday of each month between 10 and 11am <https://ucdavis.zoom.us/j/96045587567?pwd=MnVMTXN5SDRuM0RITzlKUjNmdjl5Zz09>

**All SPO training opportunities** at <https://research.ucdavis.edu/research-support/proposals/spo-proposal/spo-training/training-opps/>

## Research Administration Forum

Forum for department research administrators to:

**Hear updates Ask questions Provide feedback**

Sponsored Programs Office (SPO)

IRB Administration

IACUC

Technology Transfer

Contracts and Grants Accounting (CGA)

Research Ethics and Compliance Office (RECO)

**Join via** [**Zoom**](https://ucdavis.zoom.us/j/99842677540)

**4th Wednesday of each month ( Jan – Oct)**

**8:30 am**

Access videos of previous forums and related materials on the [Forum](https://research.ucdavis.edu/research-support/proposals/spo-proposal/spo-training/research-administration-forums/) webpage

## Office of Research Listservs

**Contracts & Grants (OVCR-cg) listserv**

* The primary mechanism for informing the campus community of the latest research administration news.
* Click this [link](https://lists.ucdavis.edu/sympa/subscribe/ovcr-cg) to subscribe (UC Davis emails)

**SPO Cayuse info listserv**

* Cayuse SP and 424 info and announcements, as well as training opportunities from the Sponsored Programs office.
* Click this [link](https://lists.ucdavis.edu/sympa/subscribe/spo_cayuse_info) to subscribe (UC Davis emails)

[Other Office of Research Listservs](https://research.ucdavis.edu/about/connect-with-us/listserv-subscriptions/)

## UC Learning Center classes

SPO offers classes individually or as a series:

* [Research Administration Certificate Series (RACS)](https://hr.ucdavis.edu/departments/learning-dev/certificate/research-admin)
* [eRA Train the Trainer Certificate Series](https://hr.ucdavis.edu/departments/learning-dev/certificate/eRA)
* [Individual classes](https://hr.ucdavis.edu/departments/learning-dev/course-catalog/research) (under “Grants and Sponsored Programs”)

## Thank you!

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