

Activity 4: Instructions

SPO BAASICS: Submitting an ATF Proposal

Scenario

Professor Charlie Apple, Ecology, sends you an award agreement that she received directly from Patch's Coffee Fund. She did not submit a proposal to the Fund and asks you to help her prepare and submit the necessary materials to SPO. She tells you that Ecology will administer the award, 75% of the work will be conducted in Storer Hall and approximately 25% will be conducted in international locations that are to be determined.

Instructions

Prepare an IPF in Cayuse SP-UAT based on the award agreement.

1. Login to Cayuse-UAT (<https://ucdavis-uat.cayuse424.com>) as follows:
 - a. Username: amieadmin
 - b. Password: Training
2. Select "Cayuse SP".
3. Select "Start New Proposal".
4. Complete the IPF/Proposal for an ATF to the best of your ability based on the information provided. Find detailed instructions at: <http://spark.ucdavis.edu/wp-content/uploads/End-users-v13.pdf>.
 - a. Add yourself as the Primary Admin Contact. If you are not on the list, select "Amie Admin" and enter your name before the project's title in the **Project Title Field**.
 - b. The Instrument Type is "Contract".

Activity 4

SPO BAASICS: Submitting an ATF Proposal

Scope of Work

Professor Charlene Apple will study the effects of consumption of coffee in California on the environments in the most common sourced areas. Professor Apple will perform a literature review to identify the most common environmental effects from growing coffee. She will then identify the 25-50 largest coffee distributors in California. Professor Apple will lead a team of post-docs on determining the source areas of the coffee grown by these distributors. Professor Apple will take this information to search for the previously identified environmental issues in the source areas.

| | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--------------------------------|--|--------------|--|------------------|--------------------|-----------------|-----------------|------------------------------|---|-----------------|-------------------------------|-----------------|---------------|--------------|--------------|---------------|
| Start Date: | 12/1/2020 | <i>Non-NIH</i> | Title: Environmental Effects of California Coffee Consumption | | Proposal Due Date/Archive: 10/16/2020 | | | | | | | | | | | | | |
| End Date: | 11/30/2021 | | PI(s): Charlie Apple | | 12 Months | 0 Months | 0 Months | 0 Months | 0 Months | 12 Months | | | | | | | | |
| PERSONNEL | | | | | Salary Basis | * | Escalation: | | | | FY | Multi | | | | | | |
| | | | | | | | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Total | | | | | | |
| Name/Role: | | Annual Salary | | | Project Period % Effort | | | | | Salary Basis and Type | Escal | | | | | | | |
| | | Base | Summer | Total | Per 1 | Per 2 | Per 3 | Per 4 | Per 5 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 1 | Charlie Apple - PI (AY) | 100,000 | 33,333 | 133,333 | 5.0% | | | | | AY 9/12 | 3% | 6,750 | 0 | 0 | 0 | 0 | 6,750 | |
| 2 | Charlie Apple - PI (SMR) | 100,000 | 33,333 | 133,333 | 10.0% | | | | | SMR 9/12 | 3% | 13,500 | 0 | 0 | 0 | 0 | 13,500 | |
| 3 | Sheila Davis - Postdoc | 40,000 | | 40,000 | 75.0% | | | | | CAL 12/12 | 3% | 30,375 | 0 | 0 | 0 | 0 | 30,375 | |
| 4 | Chris Tide - Postdoc | 40,000 | | 40,000 | 50.0% | | | | | CAL 12/12 | 3% | 20,250 | 0 | 0 | 0 | 0 | 20,250 | |
| Total Salaries | | | | | | | | | | | | 70,875 | 0 | 0 | 0 | 0 | 0 | 70,875 |
| | | FY Split: | 7/5 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | Include CBR Add-On? | | No | Escalations to fringe? | | Yes | | | |
| Benefits by Person | | UCPath CBR Group | % | % | % | % | % | % | % | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Total | | | |
| 1 | Charlie Apple - PI (AY) | Faculty, Acad, MSP, Safety (C) | 38.1/39.2 | | | | | | | 2,603 | 0 | 0 | 0 | 0 | 2,603 | | | |
| 2 | Charlie Apple - PI (SMR) | Faculty, Acad, MSP, Safety (C) | 38.1/39.2 | | | | | | | 5,205 | 0 | 0 | 0 | 0 | 5,205 | | | |
| 3 | Sheila Davis - Postdoc | Postdoc Employees (F) | 23.5/24.2 | | | | | | | 7,227 | 0 | 0 | 0 | 0 | 7,227 | | | |
| 4 | Chris Tide - Postdoc | Postdoc Employees (F) | 23.5/24.2 | | | | | | | 4,818 | 0 | 0 | 0 | 0 | 4,818 | | | |
| Total Benefits | | | | | | | | | | 19,853 | 0 | 0 | 0 | 0 | 19,853 | | | |
| Total Personnel | | | | | | | | | | 90,728 | 0 | 0 | 0 | 0 | 90,728 | | | |
| TRAVEL | | | | | International? | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Total | | | | | | | |
| Travel to source locations to search non-electronically obtainable documents | | | | | Yes | 9,050 | | | | | 9,050 | | | | | | | |
| | | | | | Total Domestic Travel | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | Total International Travel | 9,050 | 0 | 0 | 0 | 0 | 9,050 | | | | | | | |
| Total Travel | | | | | | 9,050 | 0 | 0 | 0 | 0 | 9,050 | | | | | | | |
| OTHER DIRECT COSTS | | | | | | | | | | | | | | | | | | |
| Publication Costs | | | | | | | | | | | | | | | | | | |
| Publication of article in scientific journal | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | 1,050 | | | | | 1,050 | | |
| Total Publication Costs | | | | | | | | | | | 1,050 | 0 | 0 | 0 | 0 | 1,050 | | |
| Other Expenses | | | | | | | | | | | | | | | | | | |
| Subscription to websites to gain access to needed materials | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | 1,083 | | | | | 1,083 | | |
| | | | | | | | | | | | Other Expenses Subject to Indirect: | 1,083 | 0 | 0 | 0 | 0 | 1,083 | |
| | | | | | | | | | | | Other Expenses Excluded from Indirect: | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Other Direct Costs | | | | | | | | | | | 2,133 | 0 | 0 | 0 | 0 | 2,133 | | |
| Total Direct Costs | | | | | Choose Rate Type from Dropdown Below: | 101,911 | 0 | 0 | 0 | 0 | 101,911 | | | | | | | |
| Indirect Cost Base | | | | | Rate Type: On-Campus Research | 101,911 | 0 | 0 | 0 | 0 | 101,911 | | | | | | | |
| Indirect Costs | | | | | | 58,089 | 0 | 0 | 0 | 0 | 58,089 | | | | | | | |
| Total Costs (Direct + Indirect) | | | | | | \$160,000 | \$0 | \$0 | \$0 | \$0 | \$160,000 | | | | | | | |

| Indirect Cost Split for Sponsor Forms | Project Period 1 | Project Period 2 | Project Period 3 |
|--|---------------------------|------------------|------------------|
| Request Budget | 12/1/20 - 11/30/21 | - | - |
| Base Type: MTDC | 57.0% | | |
| Base | 101,911 | | |
| Indirect Costs | 58,089 | | |
| Primate Center Base | - | | |
| Primate Indirect: 54.4% | - | | |
| Total Annual Requested Indirect | 58,089 | | |

| Project Period 4 | Project Period 5 |
|-----------------------|------------------|
| - | - |
| | |
| | |
| | |
| Total Indirect | 58,089 |

| Personnel (For Reference) | | | | | |
|----------------------------------|--------------------------|---------------------------------------|-----------------|---------------|-----------------|
| | | | Period 1 | | Period 2 |
| | Name/Role: | Personnel Type? (Choose Below) | Base/AY | Summer | Base/AY |
| 1 | Charlie Apple - PI (AY) | Senior/Key | 101,250 | 33,750 | |
| 2 | Charlie Apple - PI (SMR) | Senior/Key | 101,250 | 33,750 | |
| 3 | Sheila Davis - Postdoc | Senior/Key | 40,500 | | |
| 4 | Chris Tide - Postdoc | Senior/Key | 40,500 | | |
| 5 | - | Other | - | | |
| 6 | - | Other | - | | |
| 7 | - | Other | - | | |
| 8 | - | Other | - | | |
| 9 | - | Other | - | | |
| 10 | - | Other | - | | |
| 11 | - | Other | - | | |
| 12 | - | Other | - | | |

| Grants.gov Other Personnel Composite Categories | | | |
|--|--|---------------|---------------|
| | | Year 1 | Year 2 |
| Postdoctoral Associates | | - | |
| Total Graduate Students | | - | |
| Total Undergraduate Students | | - | |
| Total Clerical | | - | |

| Fringe | | | |
|------------------------------|--|---------------|---------------|
| | | Year 1 | Year 2 |
| Postdoctoral Associates | | - | |
| Total Graduate Students | | - | |
| Total Undergraduate Students | | - | |
| Total Clerical | | - | |

Base Salary (For agency forms)
Based on Request Column F for AY and SMR; Request Column H for CAL
Salary below includes pre-escalation when using FY escalations

| Period 2 | Period 3 | | Period 4 | | Period 5 | | Appointment Type/Basis | |
|----------|----------|---------|----------|---------|----------|---------|------------------------|-----|
| | Summer | Base/AY | Summer | Base/AY | Summer | Base/AY | | |
| | | | | | | | 9 | /12 |
| | | | | | | | 9 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |
| | | | | | | | 12 | /12 |

Salary

| Period 2 | Year 3 | Year 4 | Year 5 | Total |
|----------|--------|--------|--------|-------|
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |

Fringe

| Period 2 | Year 3 | Year 4 | Year 5 | Total |
|----------|--------|--------|--------|-------|
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |
| - | - | - | - | - |

Person Months (For agency forms)
APPT TYPE and BASIS (9/12,11/12,12/12) must be correctly indicated on the request sheet to ensure person month accuracy

| Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Type |
|----------|----------|----------|----------|----------|------|
| 0.60 | | | | | AY |
| 1.20 | | | | | SMR |
| 9.00 | | | | | CAL |
| 6.00 | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |
| - | | | | | CAL |

Salary plus Fringe by Person

| Period 1 | Period 2 | Period 3 | Period 4 |
|----------|----------|----------|----------|
| 9,353 | - | - | - |
| 18,705 | - | - | - |
| 37,602 | - | - | - |
| 25,068 | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

| Person Months in Each Category | | | | | |
|--------------------------------|--------|--------|--------|--------|-------|
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

alc Check)

| Period 4 | Period 5 |
|----------|----------|
| | |
| | |
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RESEARCH AGREEMENT 5000
between
PATCH'S COFFEE FUND
and
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

This Research Agreement is entered into this 1st day of November, 2020 (“Effective Date”), by and between Patch’s Coffee Fund. (“**Sponsor**”) and **The Regents of the University of California**, on behalf of its Davis campus, (“**University**”), hereinafter the “Parties.”

1. **Scope of Work / Budget.** University researchers shall use their reasonable efforts to evaluate the effect of consuming coffee on domestic house cats, hereafter referred to as “the Project.”
2. **Principal Investigator.** The performance of work and technical report preparation shall be under the direction of Charlie Apple, Principal Investigator, and shall be in accordance with applicable University policies.
3. **Period of Performance.** The work under this Research Agreement shall be performed during the period of December 1, 2020 through November 31, 2021, unless otherwise changed in accordance with the “**Termination**” or “**Modifications and Amendments**” Articles of this Agreement.
4. **Reports.** Sponsor shall treat all reports submitted by the University under this agreement as confidential.
5. **Consideration.**
 - A. For the performance of work hereunder of the project, Sponsor shall pay University expenses, direct and indirect. The total allowable costs hereunder shall not exceed \$160,000.

8. Patent Rights.

To the extent the University has the legal right to do so and to the extent Sponsor pays all direct and indirect costs of the research project, including a proportionate share of the Principal Investigator's salary, University shall offer to Sponsor, in accordance with the provisions of the following paragraph, a time-limited first right to negotiate an exclusive, royalty-bearing license to University's interest in any inventions conceived and first actually reduced to practice in the direct performance of the research under this Research Agreement.

10. Applicable Law. This agreement is subject to all applicable federal laws of the United States of America.

17. Entire Agreement. The terms and conditions contained herein and in the following attachment constitute the entire Research Agreement between Sponsor and University.

IN WITNESS WHEREOF, the Parties have executed this Research Agreement on the dates noted below.

PATCH'S COFFEE FUND ("Sponsor")

The Regents of The University of California,
Davis ("University")

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: November 1, 2020

Date: November 1, 2020