

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".