

INTERNAL PROCESSING FORM (IPF) UNIT HEAD AUTHORIZATION GUIDELINES

IPF Authorization approves proposal submission to the sponsor and award acceptance, if funded. As the IPF Authorizer, you are agreeing to everything contained within the proposal.

1. Open the Unit Approval Inbox.
2. If the Lead Principal Investigator has certified, select the Proposal No. to view the Proposal Routing Status.
3. Proposal Routing Status: Approvals
 - ⇒ Principal Investigator certification/s
4. Select "View IPF" to review the IPF in relation to **financial resources, space, faculty/staff time and appropriateness. At a MINIMUM review the following.**
 - A. General Information >> Is the sponsor appropriate according to policy?
 - B. Investigators/Research Team
 - ⇒ PI Eligibility
 - ⇒ Reasonableness of effort commitment
 - ⇒ Approval of cost-shared effort
 - ⇒ Availability of key personnel to conduct the project
 - ⇒ Sufficient funding for staff listed
 - C. Budget
 - ⇒ Appropriateness of budget
 - * Internal cost sharing requires commitment emails/letters but is noted here.
 - D. Regulatory Compliance
 - ⇒ Human subjects, vertebrate animals and/or hazardous research materials
 - E. Subrecipients
 - ⇒ Appropriateness of Subrecipients
 - F. Foreign Activity
 - ⇒ Proprietary research, foreign activities, military implications or export control
 - G. Special Interest
 - ⇒ Stem cells, boats, diving, HPCs or small business involvement?
 - H. Additional Questions
 - ⇒ Leasing new space, benefits to proposal from UC Davis funding sources and health relatedness
 - I. Location of Sponsored Activities
 - ⇒ Is the space needed for the project adequate and available for the full project period?
 - ⇒ If additional space is needed, are the appropriate commitments in place?
 - J. Proposal Abstract
 - ⇒ If provided, review for financial resources, space, faculty/staff time and appropriateness
 - J. Proposal Attachments
 - ⇒ Review attachments, such as the Scope of Work and Internal Budget, for financial resources, space, faculty/staff time and appropriateness.
 - E. Submission Notes
 - ⇒ View for any important notes.
5. Select "Authorize Proposal".

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SPONSORED PROGRAMS OFFICE

RESOURCES AND HELP

- ◆ Guidance for Review of Proposals by Deans, Directors and Department Chairs:
<https://research.ucdavis.edu/proposals-grants-contracts/spo/responsibilities/>
- ◆ Cayuse SP and Cayuse 424:
<https://ucdavis.cayuse424.com>
- ◆ Cayuse User Guides and Videos:
<https://spark.ucdavis.edu/training/>
- ◆ Cayuse SP and 424 FAQs:
<https://spark.ucdavis.edu/spark-faq/>
- ◆ SPO BAASICS (Training Sessions):
<https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>
- ◆ OR Cayuse Help Desk:
orcayusehelp@ucdavis.edu

Need Help?

Cayuse System Issues: ORCayuseHelp@ucdavis.edu

Proposal Issues proposals@ucdavis.edu

Award Issues: awards@ucdavis.edu