

Department Contract and Grant Administrator Desk Reference



UCDAVIS SPONSORED PROGRAMS OFFICE

University of California, Davis -
Office of Research

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Learning and Engagement

Staff Development & Professional Services Certificates

- Research Administration
Certificate: [https://
hr.ucdavis.edu/departments/
learning-dev/certificate/
research-admin](https://hr.ucdavis.edu/departments/learning-dev/certificate/research-admin)
 - eRA Train the Trainer
Certificate: [https://
hr.ucdavis.edu/departments/
learning-dev/certificate/eRA](https://hr.ucdavis.edu/departments/learning-dev/certificate/eRA)
- SPO Budget, Application, Award
and System Instruction for
Comprehensive Skills (BAASICS)*
- Thursdays, 9:00 –11:00 am
OR Conference Room 200
1850 Research Park Drive, Davis
- [https://research.ucdavis.edu/
proposals-grants-contracts/spo/
spo-training/](https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/)

Research Administrators Forum

Fourth Wednesdays
(January–October)
8:30–10:00 am
OR Conference Room 200
1850 Research Park Drive, Davis
Zoom: [https://zoom.us/
j/958409717](https://zoom.us/j/958409717)

- Subscribe to the Contracts &
Grants listservs for updates:
[https://lists.ucdavis.edu/
sympa/info/ovcr-cg](https://lists.ucdavis.edu/sympa/info/ovcr-cg)
- Watch after on YouTube:
[https://www.youtube.com/
channel/
UC5tWJ6oF2G5nYarcdAK9SwQ](https://www.youtube.com/channel/UC5tWJ6oF2G5nYarcdAK9SwQ)

Proposal Preparation and Award Acceptance

Proposal Preparation

- Proposal Preparation webpage: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-proposal/>
- Proposal Preparation Checklist: http://research.ucdavis.edu/proposals-grants-contracts/spo/spo-proposal/proposal-preparation-checklist_v2spo-clean/
- Proposal Preparation and Submission Toolkit: https://research.ucdavis.edu/wp-content/uploads/Proposal_Prep_Submission_Toolkit_07032019.pdf
- Institutional Information: <https://research.ucdavis.edu/about-us/institutional-information/>
- Senior/Key Personnel Descriptions: https://research.ucdavis.edu/wp-content/uploads/Senior_Key-Personnel-Table_110618.pdf

Budget Development

- Common Budget Formulas: https://research.ucdavis.edu/wp-content/uploads/Budget-Formulas_Full-Sheet.pdf
- Preparing a Proposal Budget Toolkit: <http://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/preparing-a-proposal-budget-toolkit/>
- OR Budget Templates: <https://docs.or.ucdavis.edu/spo/>
- Indirect (F&A) and Fringe Benefit Rates: <https://research.ucdavis.edu/proposals-grants-contracts/helpful-links/indirect-cost-fringe-benefit-rates/>
- Cost-Sharing Guidance: https://research.ucdavis.edu/wp-content/uploads/Cost-Sharing-Guidance_060418.pdf

Electronic Research Administration

- eRA Systems Matrix: <https://research.ucdavis.edu/wp-content/uploads/eRA-Systems-Matrix.pdf>
- SPARK website: <https://spark.ucdavis.edu/>
- Cayuse SP and 424 Resources: <https://spark.ucdavis.edu/training/>
- Cayuse FAQs: <https://spark.ucdavis.edu/spark-faq/>

Awards

- Awards, Award Modifications and Progress Reports: <https://research.ucdavis.edu/proposals-grants-contracts/spo/awards/>
- Cayuse SP Quick Start Guide for Accessing Awards: <http://spark.ucdavis.edu/wp-content/uploads/Quick-Start-Guide-Accessing-Awards-v4.pdf>
- CGA Award Closeout Checklist: https://ucdavis.app.box.com/s/vb1dagm1w558k7ecxo4r87onltwo_cf5

Subawards

- Subawards webpage: <https://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/>
- Subrecipient or Contractor/Vendor Guidance: <https://research.ucdavis.edu/wp-content/uploads/Subaward-v-Vendor-Guidance-Document.pdf>
- PI/Department Checklist: https://research.ucdavis.edu/wp-content/uploads/Subaward_PI-Department_Checklist.pdf

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