

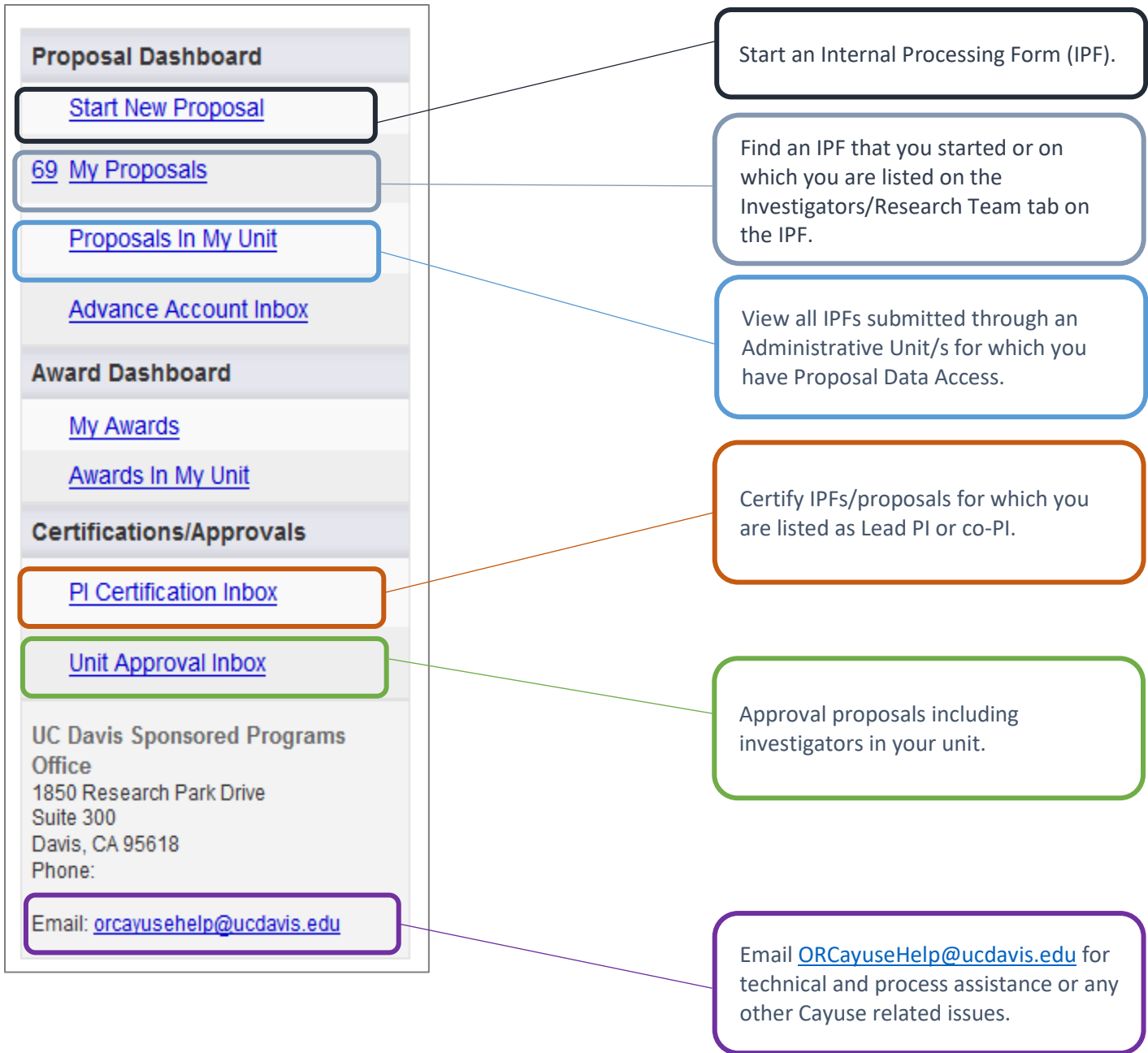
Cayuse SP – Quick Reference

Working with SPO on Proposals

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Proposals Quick Reference



Prepare and Submit a Proposal

View our [“tips for avoiding routing and approval issues”](#).

Item List 20-2566 

View or Edit completed sections by clicking the name next to the check.

<input checked="" type="checkbox"/>	General Information	1	>>
<input type="checkbox"/>	Investigators/Research Team		
<input type="checkbox"/>	Budget		
<input type="checkbox"/>	Financial Conflicts of Interest in Research		
<input type="checkbox"/>	Regulatory Compliance		
<input type="checkbox"/>	Subrecipients		
<input type="checkbox"/>	Foreign Activity		
<input type="checkbox"/>	Special Interest		
<input type="checkbox"/>	Additional Questions		
<input type="checkbox"/>	Location of Sponsored Activities		
<input type="checkbox"/>	Proposal Abstract		
<input type="checkbox"/>	Proposal Attachments		
<input type="checkbox"/>	Approving Units		
<input type="checkbox"/>	Submission Notes		

A green checkmark will display when all system required fields are complete.

Required only if more information is needed, such as when a “Miscellaneous Sponsor” is selected.

Read the top of each tab for completion instructions and other key information.

>> Investigators/Research Team

All key personnel must be entered on this page. If you wish to enter additional (non-key) personnel, you may do so.

Please note: any corrections or changes to the "List of Personnel" below during IPF review may require reauthorization of the Departments and/or Deans' Offices.

Allocation of Credit

- Allocation of credit is used for reporting and must total 100%.
- Allocation of credit will allow reporting options that have been requested by the deans on campus.
- For example, a proposal with 3 investigators in 3 different colleges might have allocated credit of 20%, 30% and 50% among the investigators.
When the proposal is reported, the respective colleges will receive 20%, 30% and 50% of the credit.
Standard reporting based on the Admin Unit identified on the General Information page will still be possible.
- Allocated credit will not be used to proportionally distribute recovered F&A on an awarded project.
- Agreements on distribution of F&A on multi-unit proposals should be documented as an attachment (see Proposal Attachments page) to the proposal.
- **NOTE: If the "Allocation of Credit" column is not completed by the requesting department, SPO will allocate equal credit to each listed personnel.**

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name:	<input type="text"/>		* Unit:	<input type="text"/>
* First Name:	<input type="text"/>		* Role:	Lead Principal Investigator ▼
Phone:	<input type="text"/>		* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text"/>		Cost Shared Effort %:	<input type="text"/>
* Person Months:	<input type="text"/>		Allocation of Credit %:	<input type="text"/>

Save Personnel

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Patricia Applegate	Med: Div Of Internal Med (Use the PI's Int Med Dept.) (049014)	Lead Principal Investigator	30%	0%	30%	100%	3	Edit	Delete

Reset

Correct any errors before leaving each tab.

Add Approving Unit

Unit:

Qualifying text in parenthesis () is only OK if the unit is a rollup unit.

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order i	Unit Code	Unit	Role(s)
1	049239	Med: Intl Med- Allergy	Admin Unit
2 ▼	049205	Med: Intl Med- Cardiovascular	Lead Principal Investigator
3 ▼	20	Med: Intl Med (Use the PI's Int Med Dept.)	Rollup From - 049205, Rollup From - 049239
4 ▼	43	School of Medicine (Use 049000)	Rollup From - 20

Re-order the Approving Units list as needed due to "rollup units". Order rollup units **after** the unit they are rolling-up from.

Certify a Proposal

Cayuse SP will email the Lead Principal Investigator and any co-Principal Investigators to request certification. The Lead Principal Investigator and all co-Principal Investigators must certify IPFs **before** assignment to a Sponsored Programs analyst.

Proposal Dashboard

- [Start New Proposal](#)
- 42 [My Proposals](#)
- [Proposals In My Unit](#)
- 3 [Advance Account Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- 17 [PI Certification Inbox >>](#)
- 1 [Unit Approval Inbox](#)

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:
Email: prcayusehelp@ucdavis.edu

>> PI Certification Inbox

To be Certified | Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
6/23/2020	20-2664	Socio-ecological factors in Malaria transmission	NIH National Institute of Allergy and Infectious Diseases (NIAID)	06/30/2020	
5/21/2020	20-2627	SDPS Class Sample - Cayuse Subawards	National Science Foundation (NSF)	07/17/2020	

Select the Proposal No.

View IPFs requiring your certification.

Proposal Routing Status

Proposal: [20-2664](#)

Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID) | Submission Deadline: 6/30/2020

Project: | Prime Sponsor: | Proposed Begin-End Dates: 1/01/2021 - 12/31/2022

Lead PI: [Charlie Apple](#) | Instrument Type: Grant | Proposed Total Amount: \$76,553.00

Admin Unit: Med: Intl Med- Infectious Disease | Specialists:

Project Title: Socio-ecological factors in Malaria transmission

[View IPF](#) | [Certify Proposal](#)

Open the Proposal.

Approvals | Compliance | Status History | Advance Account | Awards | |

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the UC Davis Sponsored Programs Office.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Not Yet Reviewed

Item List 20-2664

View or Edit completed sections by clicking the name next to the check.

- General Information >>
- Investigators/Research Team
- Budget
- Financial Conflicts of Interest in Research
- Regulatory Compliance
- Subrecipients
- Foreign Activity
- Special Interest
- Additional Questions
- Location of Sponsored Activities
- Proposal Abstract
- Proposal Attachments
- Approving Units
- Submission Notes

>> General Information

Please enter your proposal information in the following pages. Please be as complete and accurate as possible.

- The **Short Project Title** (below on this page) should be entered as:
PI preferred submission date (may be different than sponsor due date) in **MMDDYY** format; PI last name
Example: 10/15/17 Smith NIH
- Entries should be made for **Affiliated Unit(s)** if resources outside control of the Admin Unit are provided in the budget.
- Any work done at the **Primate Center** must have the Primate Center listed as an Affiliated Unit if it is included in the proposal.
- Enter the Sponsor Deadline Time as the time the proposal is due at the sponsor in Pacific time using the format MM/DD/YYYY HH:MM:SS.

Warning: Due to the large number of users in the system, performing a name search without entering a last name may return a large number of results.

Review the proposal for accuracy and completeness. Then select "Certify Proposal".

* Sponsor:	NIH National Institute of Allergy and Infectious
Funding Opportunity/Sponsor application No:	PA-EN-R01
Sponsor Program Name:	G.g. Training and NIH Ext-UAT FOA (R01-Clin
Proposal Guideline URL:	https://era.nih.gov/applicants/system/forms-e.h
Prime Funding Agency:	<input type="text"/>

General Proposal Information

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the **investigators personally** to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations, in administering the resultant award, including those found in [The Contract and Grant Manual](#).
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.
- I attest that all known foreign affiliations and outside activities have been disclosed in the proposal/application as required by the sponsoring agency, and that those activities have been disclosed to the COIC/COI offices as applicable.

By Selecting the "Submit Certification" button, you are attesting that you have read and agree to all the statements above.

Please enter any comments or additional information you might have regarding this proposal.

Read the statements and select "Submit Certification".

Approve a Proposal

Proposal Dashboard

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- 3 [Advance Account Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- 17 [PI Certification Inbox](#)
- 1 **Unit Approval Inbox** >>

Unit Approval Inbox

To Be Authorized | Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.

See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
20-2598	Apple	Med: Intl Med- Allergy	Testing -- Change in Admin Unit - Multiple Projects	NIH National Institute of Allergy and Infectious Diseases (NIAID)	06/25/2020	No

View 1 - 1 of 1

Page 1 of 1

View IPFs requiring your approval.

Select the Proposal No.

Proposal Routing Status

Proposal: 20-2598 | Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID) | Submission Deadline: 6/25/2020

Project: | Prime Sponsor: | Proposed Begin-End Dates: 1/16/2020 - 1/23/2020

Lead PI: Charlie Apple | Instrument Type: Grant | Proposed Total Amount: \$ 0.00

Admin Unit: Med: Intl Med- Allergy | Specialists: |

Project Title: Testing IPF

View IPF | Authorize Proposal | Reject Proposal

Approvals | Compliance | Status History | Advance Account | Awards

The above proposal (in order for units) this proposal and approving units listed below have been notified and should electronically authorize (in routing programs Office).

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Certified on 07/14/2020 04:14 PM PDT

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Med: Intl Med- Allergy	Kaitlyn Kirk , Merrill Gershwin , Charlie Apple	Not Yet Reviewed
2	Med: Intl Med (Use the PI's Int Med Dept.)	Timothy Albertson , Monique Vasquez	Not Yet Reviewed
2	School of Medicine (Use 049000)	Anurad Erdembileg , Tammi Olineka , Tasska Johnson , Randi Freeman	Not Yet Reviewed
2	OVCN - Sponsored Programs	Terrence Duperron , OR Help , Charlie Apple , Amie Admin	Not Yet Reviewed
3	UC Davis Sponsored Programs Office	Admin Office	

Ensure PI and co-PI Certifications.

Open the IPF to view details.

Proposal Routing Status

Proposal: 20-2598 | Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIAID) | Submission Deadline: 6/25/2020

Project: | Prime Sponsor: | Proposed Begin-End Dates: 1/16/2020 - 1/23/2020

Lead PI: Charlie Apple | Instrument Type: Grant | Proposed Total Amount: \$ 0.00

Admin Unit: Med: Intl Med- Allergy | Specialists: |

Project Title: Testing IPF

View IPF | Authorize Proposal | Reject Proposal

Indicate If Authorize or Reject from here or the IPF.