



2/27/2019

Cayuse SP & 424: Submitting a Proposal as a Subawardee/ Subrecipient

Class Workbook



[Kassie Obelleiro](#)

SPONSORED PROGRAMS, OFFICE OF RESEARCH
UNIVERSITY OF CALIFORNIA, DAVIS

Contents

Learning Objectives.....	2
Overview of Subawards	2
Subaward vs. Vendor/Service Agreement	2
Processing of Subawards	3
Subaward Key Terms.....	3
Incoming Subawards.....	5
Proposal Phase.....	5
Required Elements.....	5
Proposal Review.....	5
Award Phase	6
Award Review	6
Activity 1: Submitting a Proposal in Cayuse SP as a Subrecipient	7
Activity 2: Submitting a Proposal in Cayuse 424 as a Subrecipient	10
Resources	15
Common Acronyms.....	15
Handbooks and Toolkits.....	16
Websites and Forms.....	16
Email Addresses and Listservs.....	16

Learning Objectives

After today's class, you should:

- Know the definition of a Subaward
- Understand how UC Davis treats incoming and outgoing Subawards
- Know how to submit a proposal as a Subrecipient institution

Overview of Subawards

Subaward vs. Vendor/Service Agreement

Agreement Type	Characteristics
Submit to Sponsored Programs	<ul style="list-style-type: none"> • Scope of Work: <ul style="list-style-type: none"> • Is intellectually significant and separable from the overall project • Could result in intellectual property or publishable results (including co-authorship) • Requires animal and/or human subjects' approval • The entity has programmatic decision-making
Submit to Business & Revenue Contracts	<ul style="list-style-type: none"> • Contractor/vendor: <ul style="list-style-type: none"> • Is an individual or sole proprietor • is a university and the transactions are done via recharge rates, through service agreements or through other sponsored activity agreements • Is a professional consultant OR is not significantly using its own computers/equipment for simply providing advice to the UC Davis personnel, including individual's in another school/college • Does not have a PI on the proposal • Provides similar goods or services within normal business operations or to many purchasers • Operates in a competitive environment • Does not have programmatic decision-making • Does not have IP rights associated with the project • Scope of Work: <ul style="list-style-type: none"> • Does not reflect a specific, clearly defined, intellectually significant part of the scope of work of the sponsor's award to UC Davis • The goods/services are: <ul style="list-style-type: none"> • Off-the-shelf or specialized services that are commercially available, usually at a fixed price or rate • Ancillary to UC Davis' sponsored project • Not subject to the sponsor's compliance requirements • Equipment, fabrication of equipment or components of fabricated equipment (unless fabricating specialized equipment for the project's scope of work or to meet sponsor deliverables) • A survey using de-identified data; not requiring IRB approval • A test on data provided by UC Davis and the results are given to UC Davis to analyze and/or they provide result analyzation as a routine professional service • Routine in nature and follow established or previously invited/discovered procedures

Processing of Subawards

The Sponsored Programs office (SPO) processes incoming and outgoing subawards.

1.

- Definition: UC Davis is submitting a proposal that includes subawards to another organization.
- UC Davis classifies outgoing subawards as Subawards.

Tier 1: Prime Sponsor – NSF, NIH or other funding entity

Tier 2: Prime Applicant/Recipient – UC Davis (Flow-through entity)

Tier 3: Subrecipient – Usually another university or research institution

2.

- Definition: UC Davis is submitting a proposal to another organization that is applying to a sponsor.
- UC Davis treats incoming subawards as regular Proposals and Awards.

Tier 1: Prime Sponsor – NSF, NIH or other funding entity

Tier 2: Prime Applicant/Recipient – Usually another university or research institution; listed as Sponsor in Cayuse SP IPF

Tier 3: Subrecipient – UC Davis

Subaward Key Terms

1.

- Submits proposal to the Prime Applicant and receives the Subaward from the Prime Applicant if funded.
- If UC Davis is the Prime Applicant, the subrecipient is listed on the Subcontractors tab of the Cayuse SP Internal Processing Form (IPF).

2.

- Submits proposal to the Sponsor.
- Issues Subawards if funded.
- If UC Davis is the subrecipient, the Prime Applicant is listed as the Sponsor on the General tab of the Cayuse SP IPF.

3.

- Receives proposal from Prime Applicant.
- Makes funding decision.
- If UC Davis is the subrecipient, the Sponsor is listed as the Prime Sponsor on the Cayuse SP IPF.

4.

 - Award funded by the (Prime) Sponsor and provided to the Prime Applicant
 - If UC Davis is the subrecipient, this would be the award provided to the institution to which we applied
 - If UC Davis is the Prime Applicant, this would be the award provided to UC Davis

5.

 - Lead Principal Investigator (PI) for the entire sponsored project.
 - If UC Davis is the subrecipient, this would be the Lead PI at the Prime Applicant institution (the institution UC Davis is submitting its proposal to).
 - If UC Davis is the Prime Applicant, this would be the UC Davis Lead PI.

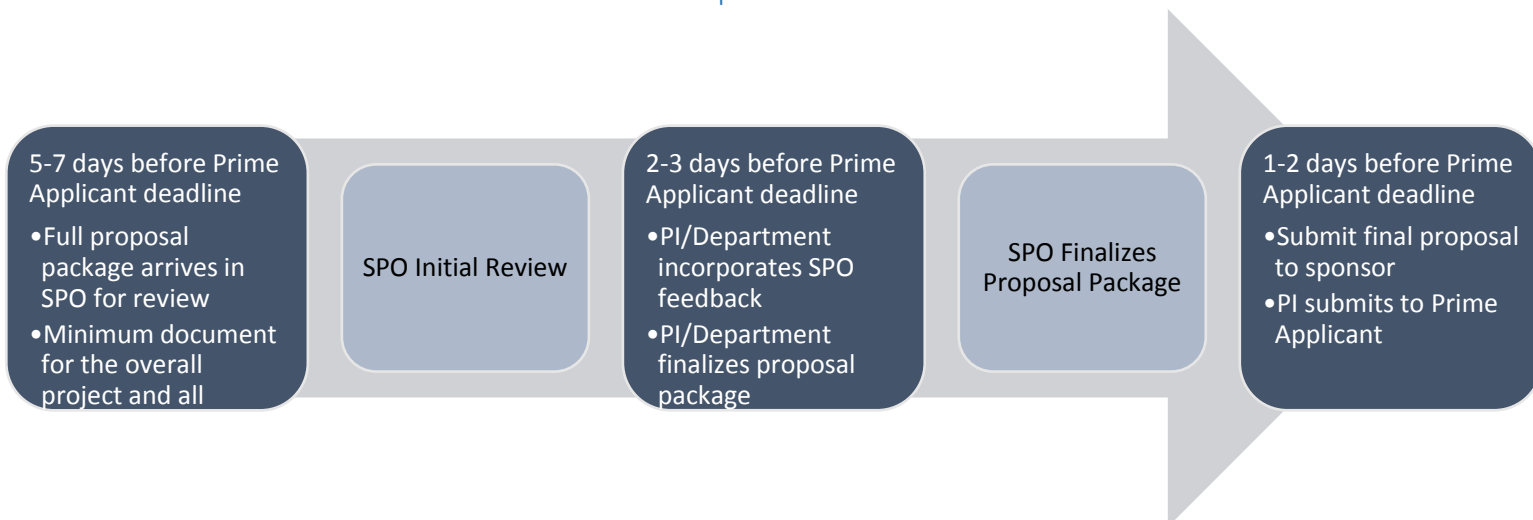
6.

 - PI at the subrecipient institution.
 - If UC Davis is the subrecipient, this would be the Lead PI at UC Davis.
 - If UC Davis is the Prime Applicant, this would be the subrecipient institution.

Additional Notes:

Incoming Subawards

Proposal Phase



Required Elements

Before a proposal is assigned for Sponsored Programs review, the following must be provided in _____:

1. Completed and fully-routed Cayuse SP Internal Processing Form (IPF)
 - a. Lead Principal Investigator and Investigator Certifications
 - b. IPF Approver Authorizations
 - c. Prime Applicant listed at the Sponsor
 - d. Funding Sponsor/Agency listed as the Prime Sponsor
2. Sponsor and/or program guidelines
3. Prime applicant guidelines and deadline materials are due to them
4. UC Davis Scope of Work (draft)
5. UC Davis Budget and Budget Justification; strongly encouraged even when not a sponsor requirement
6. Internal documents, as applicable
 - a. PI Exception Requests
 - b. Cost-sharing Commitment Letters

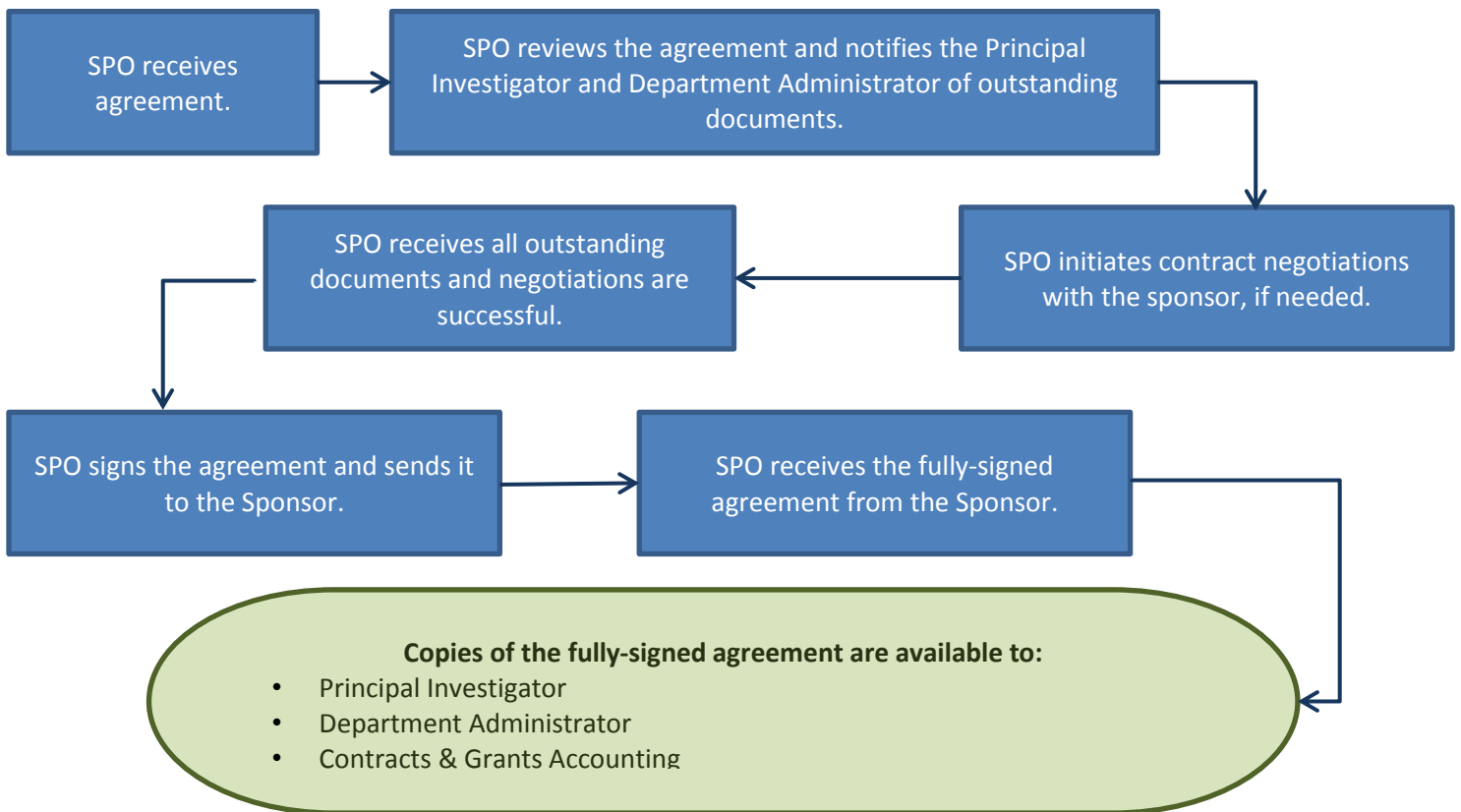
Proposal Review

UC Davis's subaward proposal will undergo the same level of review as any other proposal submitted for extramural funding. The assigned Sponsored Programs proposal analyst will review the submitted materials for the following:

1. Adherence to University and campus requirements
 - a. Full routed, certified and approved Cayuse SP IPF
 - b. Matching budget and budget justification with:
 - i. Accurate F&A/indirect costs rate, base and calculations
 - ii. Allowable and allocable costs
 - c. Scope of Work
 - i. Informs if specific regulatory protocols, such as human and animal subjects approval, may be required
 - d. Compliance with sponsor and program administrative requirements
 - i. Required proposal components
 - ii. Eligibility
 - iii. Budgetary limitations and other restrictions

- e. Regularly Compliance
 - i. Needed protocols, such as those needed for:
 1. Human and/or animal subjects
 2. Stem Cells
 3. Biohazardous materials
 4. Human anatomical specimens
- f. Financial Conflicts of Interest and other compliance items, if applicable
 - i. Form 800 e-disclosure
 - ii. PHS e-disclosure and online training
 - iii. PI certification that all senior/key persons have completed/updated disclosures and online training

Award Phase



Award Review

The assigned SPO award analyst will review the proposal and award materials to:

- Ensure required proposal documents were received
- Determine and request/receive Outstanding compliance documents
- Ensure the award agreement is acceptable under UC and UC Davis policies and regulations and does not conflict with the *Principles Regarding Rights to Future Research Results in University Agreements with External Parties*

The assigned SPO award analyst will negotiation acceptable terms and conditions with the sponsor, if needed.

Activity 1: Submitting a Proposal in Cayuse SP as a Subrecipient

1. Login to: <http://ucdavis-uat.cayuse424.com>
 - a. Username: amieadmin
 - b. Password: training
2. Select Cayuse SP
3. Select Start New Proposal
4. Complete the General (first) tab
 - a. Sponsor (Prime Applicant): UC Irvine
 - b. Funding Opportunity/Sponsor application No: PA-EO-666
 - c. Sponsor Program Name: NIH Research Project Grant
 - d. Proposal Guideline URL: <https://grants.nih.gov/grants/guide/pa-files/PA-EO-666>
 - e. Prime Funding Agency (*sponsor that will provide award funding*): NIH National Cancer Institute (NCI)
 - f. Admin Unit: Med: Intl Med- Hematology & Oncol (*Note: The correct unit code to select is 049227*)
 - g. Primary Administrative Contact: Amie Admin
 - h. Short Project Name: 03/28/19 Apple UC Irvine-NIH
 - i. Project Start Date: 01/01/2020
 - j. Project End Date: 12/31/2021
 - k. Activity Code: 01 Basic Research
 - l. Proposal Type: New
 - m. Instrument Type: Grant
 - n. Submission Method: Email
 - o. Affiliated Units: none
 - p. Sponsor Deadline: 03/28/2019; Deadline Time: 17:00 Pacific; Postmark or Receipt: Receipt
 - q. Title of Project: Incoming Subaward Test Proposal
 - r. Select Save
5. Complete the Investigators/Research Team tab
 - a. Add the Lead Principal Investigator:
 - i. Last Name: Apple (Select Charlie Apple)
 - ii. Person Months: .35
 - iii. Unit: Change to Med: Intl Med- Hematology & Oncol (
 - iv. Role: Lead Principal Investigator
 - v. Sponsored Effort: 3%
 - vi. Cost Shared Effort: 0%
 - vii. Allocation of Credit: 100%
 - viii. Select Save Personnel
 - b. Add the Primary Administrative Contact (*This will give them automatic access to the Cayuse SP Award when created*):
 - i. Last Name: Admin (Select Amie Admin)
 - ii. Person Months: 0
 - iii. Unit: Change to Med: Intl Med- Hematology & Oncol
 - iv. Role: Proposal Editor
 - v. Sponsored Effort: 0%
 - vi. Cost Shared Effort: 0%
 - vii. Allocation of Credit: 0%
 - viii. Select Save Personnel

c. Review Units and Roles for accuracy.

List of Personnel:									
Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Charlie Apple	Med: Intl Med- Hematology & Oncol (049227)	Lead Principal Investigator	3%	0%	3%	100%	0.35	Edit	Delete
Amie Admin	Med: Intl Med- Hematology & Oncol (049227)	Proposal Editor	0%	0%	0%	0%	0	Edit	Delete

6. Complete the Budget tab

- a. Select the Summary form
- b. Budget Periods: 2
- c. Current/First Project Start Date: 01/01/20
- d. Current/First Project End Date: 12/31/20
- e. Cost Sharing: No
- f. F&A Rates for Current and Entire Period: On-Campus Organized Research
- g. Sponsor Direct Costs (Current Period): \$300,000
- h. F&A Base(s) (Current Period): \$275,000
- i. Sponsor Direct Costs (Entire Period): \$600,000
- j. F&A Base(s) (Entire Period): \$550,000
- k. Additional Resources: No
- l. Select Save

7. Complete the Financial Conflicts of Interest in Research tab

- a. Select Yes
- b. Select Save

8. Complete the Regulatory Compliance tab

- a. Human Subject: No
- b. Animal Subjects: Yes
 - i. Submitted to IACUC: Yes
 - ii. Application Number(s): 123456
 - iii. Species: Mice
- c. Hazardous Materials: None
- d. Select Save

9. Complete the Subrecipients tab

- a. Select No Subcontractors

10. Complete the Foreign Activity tab

- a. Select No to all questions (for this exercise there is no foreign activity).
- b. Select Save.

11. Complete the Special Interest tab

- a. Answer no to all questions.
- b. Select Save

12. Complete the Additional Questions tab

- a. Select No to questions 1 through 5.
- b. Primary Health Relatedness (question 6): Select Food Safety
- c. Other Health Relatedness' (question 7): Skip

13. Complete the Location of Sponsored Activities tab

- a. On-Campus Locations
 - i. Location: Ellison Building
 - ii. Percent of Work: 25%
 - iii. Select Add
- b. Use of ORUs, SRPs, Core Facilities, and ANR
 - i. Location: Select the Comprehensive Cancer Center.
 - ii. Percent Work: 25%
 - iii. Select Add.
 - iv. Location: Select the Imaging Research Center.
 - v. Percent Work: 50%
 - vi. Select Add.

14. Complete the Proposal Abstract tab

- a. Permission to make abstract “publically” accessible: Yes
- b. Abstract: Enter “My abstract is..”
- c. Select Save.

15. Complete the Proposal Attachments tab

- a. Select No Attachments (*All actual proposals require at least the draft Scope of Work, Budget, Budget Justification, guidance from the sponsor/prime applicant and internal documents that may be required be uploaded before Submitting for Routing*).

16. Complete the Approving Units tab.

- a. Re-order the units so that Med: Intl Med (Use PI’s Int Med Dept is listed after Med: Intl Med- Hematology & Oncol. And School of Medicine (Use 04900) is last.
- b. Select Authorize Unit Listing.

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

Routing Order	Unit Code	Unit	Role(s)
1	049227	Med: Intl Med- Hematology & Oncol	Admin Unit, Lead Principal Investigator
2 ▼	20	Med: Intl Med (Use the PI's Int Med Dept.)	Rollup From - 049227
3 ▼	43	School of Medicine (Use 049000)	Rollup From - 20

17. Skip the Submission Notes tab.

18. Select Submit for Routing.

- a. Select Yes.

19. Check the Authorizing Units list for accuracy.


Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Med: Intl Med- Hematology & Oncol	Mary Kilpatrick , Theodore Wun	Not Yet Reviewed
2	Med: Intl Med (Use the PI's Int Med Dept.)	Timothy Albertson , Susan Murin , Monique Vasquez	Not Yet Reviewed
3	School of Medicine (Use 049000)	Anuurad Erdembileg , Tammi Olineka , Tasska Johnson , Randi Freeman	Not Yet Reviewed
4	UC Davis Sponsored Programs Office	Admin Office	

Activity 2: Submitting a Proposal in Cayuse 424 as a Subrecipient

1. Go back to the main page: <http://ucdavis-uat.cayuse424.com>
2. Select Cayuse 424
3. Select Proposals
4. Select Create Proposal (top right on screen)
5. Complete the pop-up as follows
 - a. Select Research Subaward Proposal
 - b. Select Create
6. Complete the pop-up as follows.
 - a. Subaward Name: Enter the Cayuse SP Proposal Number from the previous script, PI name and prime applicant.
 - i. Example: “[SP Proposal #] Apple UC Irvine”
 - ii. Organization: The Regents of the University of California (Davis)
 - iii. Default IDC Rate: On Campus Org Research MTDC
 - iv. # of Budget Periods: 2
 - v. Due Date: 03/28/2019
 - vi. Validation Type: NIH
 - vii. Select Create Subaward
7. Go the Routing & Approval tab on the left under Proposal Management
 - a. Select the + sign
 - b. Select the + sign again
 - c. Complete the pop-up as follows
 - i. Select Obelleiro, Kassie
 - ii. Select Add to Chain
 - iii. Select Close Edit Chain Window
8. Select the number 1 under RR Performance Sites to add the project location(s)
 - a. Select the Pencil icon
 - b. Select Also Show Available Institutional Profiles if the list is blank
 - c. Select The Regents of the University of California (Davis)
 - d. Enter “One Shields Avenue” in the Street1 Address field
 - e. Select Add Performance Site to Proposal
9. Select the number 1 under RR Key Persons screen to add the site PD/PI (the UC Davis PI)
 - a. Select Manage Key Persons
 - b. Select Add Key Person
 - c. Complete the pop-up as follows.
 - i. Select Apple, Charlie from the list
 - ii. Select Add Selected Key Person
 - d. Complete the pop-up as follows.
 - i. Check the box next to Include Performance Site.
 - ii. Role: Select Other
 - iii. Other Project Role Category: Enter “Site PD/PI”
 - iv. Appointment type (months): Academic: 9; Summer: 3
 - e. Budget Period 1:
 - i. Acad. Salary: 75,000

- ii. Summ. Salary: 25,000
 - iii. Acad. Months: .900
 - iv. Summ. Months: 1.00
- f. Budget Period 2:
- i. Acad. Salary: 75,000
 - ii. Summ. Salary: 25,000
 - iii. Acad. Months: .900
 - iv. Summ. Months: 1.00

Role:	<input type="text" value="Other (Specify)"/>	Other Project Role Category:	<input type="text" value="Site PD/PI"/>						
Appointment type (months):	Calendar: <input type="text"/>	Academic: <input type="text" value="9.0"/>	Summer: <input type="text" value="3.0"/>						
 Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="0"/>	<input type="text" value="75,000"/>	<input type="text" value="25,000"/>	<input type="text"/>	<input type="text" value="0.900"/>	<input type="text" value="1.000"/>	<input type="text" value="15,833"/>	<input type="text" value="6,032"/>	<input type="text" value="21,865"/>
prd 2	<input type="text" value="0"/>	<input type="text" value="75,000"/>	<input type="text" value="25,000"/>	<input type="text"/>	<input type="text" value="0.900"/>	<input type="text" value="1.000"/>	<input type="text" value="15,833"/>	<input type="text" value="6,032"/>	<input type="text" value="21,865"/>

g. Close the pop-up window

10. Complete the RR (Fed + NonFed) Budget

- a. Select the number 1 under RR Fed NonFed Budget to complete Page 1: Sections A and B
 - i. Start Date (Period 1): Select the calendar icon
 - ii. Complete the pop-up as follows.
 - 1. Number of Periods: 2
 - 2. Period Length: 1 year
 - 3. Start Date: 01/01/2020
 - 4. Select Update Periods
 - iii. Section A: Senior/Key Persons:
 - 1. Project Role: Site PD/PI
 - iv. Section B: Other Personnel
 - 1. Add two postdocs:
 - a. Number of Personnel: 2
 - b. Cal Months: 12
 - c. Requested Salary: \$39,000
 - d. Fringe Benefits: \$10,000
 - e. Non-Federal: \$0
 - 2. Add one graduate student
 - a. Number of Personnel: 1
 - b. Cal Months: 12
 - c. Requested Salary: \$25,000
 - d. Fringe Benefits: \$7,000
 - e. Non-Federal: \$0
 - 3. Confirm On Campus Org Research MTDC is listed under Req. Salary and Fringe.
- b. Select the number 2 under RR Fed NonFed Budget to complete Page 2: Sections C, D and E
 - i. Add equipment
 - 1. Select New Equipment Row
 - 2. Equipment Item: MRI
 - 3. Federal: \$15,000
 - 4. Non-Federal: \$0
 - 5. Indirect Cost Type: Excluded
 - ii. Add a trip in Travel

1. Domestic Travel Costs, Federal: \$1,500
- c. Select the number 3 under RR Fed NonFed Budget to complete Page 3: Sections F through L
 - i. Materials and Supplies
 1. Indirect Cost Type: On Campus Org Research MTDC
 2. Federal: \$2,000
- d. Copy the budget for period 1 to period 2 by selecting the stair case icon at the top right and completing the pop-up as follows
 1. Select all items at the bottom of the item list
 2. Change the End Budget Period to Budget Period 2
 3. Select Replicate Selected Categories




Budget Replication or Escalation

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input checked="" type="checkbox"/>	A.) Senior/Key Persons - Salary	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	Senior/Key Persons - Fringe Benefits	<input type="text"/>
<input checked="" type="checkbox"/>	B.) Other Personnel - Salary	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	Other Personnel - Fringe Benefits	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	D.) Travel	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	E.) Participant/Trainee Support Costs	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.1) Materials and Supplies	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.2) Publication Costs	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.3) Consultant Services	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.4) ADP/Computer Services	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
<input checked="" type="checkbox"/>	F.6) Equipment or Facility Rental/User Fees	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.7) Alterations/Renovations/Construction	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.8) GSR fee/tuition	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	F.9) Other 2	<input type="text"/>
<input checked="" type="checkbox"/>	F.10) Other 3	<input type="text"/>

Replicate Non-Fed data for all selected categories

Start Period: thru End Period:

Pre-Escalate Budget Period 1 Salaries 


Escalate Selected Categories

Replicate Selected Categories

Cancel

[select all](#) | [unselect all](#)

- e. Escalate the salary and fringe benefits for both budget periods by selecting the stair case icon at the top right and completing the pop-up as follows
 - i. Select Senior/Key Person and Other Personnel Salary and Fringe Benefits
 - ii. If not auto-populated, enter “3.0” in the rate field.
 - iii. Select Escalate Selected Categories



Budget Replication or Escalation

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input checked="" type="checkbox"/>	A.) Senior/Key Persons - Salary	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	Senior/Key Persons - Fringe Benefits	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	B.) Other Personnel - Salary	<input type="text" value="3.0"/>
<input checked="" type="checkbox"/>	Other Personnel - Fringe Benefits	<input type="text" value="3.0"/>
<input type="checkbox"/>	D.) Travel	<input type="text" value="3.0"/>
<input type="checkbox"/>	E.) Participant/Trainee Support Costs	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.1) Materials and Supplies	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.2) Publication Costs	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.3) Consultant Services	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.4) ADP/Computer Services	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
<input type="checkbox"/>	F.6) Equipment or Facility Rental/User Fees	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.7) Alterations/Renovations/Construction	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.8) GSR fee/tuition	<input type="text" value="3.0"/>
<input type="checkbox"/>	F.9) Other 2	<input type="text"/>
<input type="checkbox"/>	F.10) Other 3	<input type="text"/>

Replicate Non-Fed data for all selected categories

Start Period: thru End Period:

Pre-Escalate Budget Period 1 Salaries ?

[select all](#) | [unselect all](#)

f. Review the Cumulative Budget for accuracy by selecting the number 4 under RR Fed NonFed Budget

RESEARCH & RELATED BUDGET (FED + NON-FED) - Cumulative Budget

	Federal (\$)	Non-Federal (\$)	Total (\$) (fed + nonfed)
Section A, Senior/Key Person	44,573		44,573
Section B, Other Personnel	164,430	0	164,430
Total Number Other Personnel			6
Total Salary, Wages and Fringe Benefits (A+B)	209,003	0	209,003
Section C, Equipment	15,000	0	15,000
Section D, Travel	30,000		30,000
1. Domestic	30,000		30,000
2. Foreign			
Section E, Participant/Trainee Support Costs			
1. Tuition/Fees/Health Insurance			
2. Stipends			
3. Travel			
4. Subsistence			
5. Other			
6. Number of Participants/Trainees			
Section F, Other Direct Costs	4,000		4,000
1. Materials and Supplies	4,000		4,000
2. Publication Costs			
3. Consultant Services			
4. ADP/Computer Services			
5. Subawards/Consortium/Contractual Costs			
6. Equipment or Facility Rental/User Fees			
7. Alterations and Renovations			
8. Other 1			
9. Other 2			
10. Other 3			
Section G, Direct Costs (A thru F)	258,003	0	258,003
Section H, Indirect Costs	138,512		138,512
Section I, Total Direct and Indirect Costs (G + H)	396,515	0	396,515
Section J, Fee			
Section K, Total Costs and Fee (I + J)	396,515	0	396,515

11. Check the Error Bar at the bottom of the page to identify areas needing correction

- a. Select the link in an error to correct that error
- b. The following errors will need to be corrected:
 - i. Add the street address for the PI: One Shields Avenue
 - ii. Upload a PDF document as the Budget Justification in the Final attachment field

12. After approved by SPO analyst (Kassie Obelleiro), select Export on the bottom left under Proposal Management.

- a. Select Validate
- b. Select Export

Resources

Common Acronyms

- BAA: Broad Agency Announcement
- BUA: Biological Use Approval
- CGA: Contracts and Grants Accounting
- COI: Conflict of Interest
- F&A: Facilities & Administrative rates; also referred to as indirect cost rate (IDC or ICR) or “overhead”
- FDP: Federal Demonstration Partnership
- FOA: Funding Opportunity Announcement
- IACUC: Institutional Animal Care and Use Committee
- IP: Intellectual Property
- IPF: Internal Processing Form
- IRB: Institutional Review Board
- NICRA: Negotiated Indirect Cost Rate Agreement
- PI: Principal Investigator
- RCI: Research Compliance and Integrity
- RCR: Responsible Conduct of Research
- RFA: Request for Applications
- RFP: Request for Proposals
- SBIR: Small Business Innovation Research
- SPO: Sponsored Programs unit in the Office of Research
- STTR: Small Business Technology Transfer

Handbooks and Toolkits

- Handbook for Submitting a Proposal with Subawards: http://spark.ucdavis.edu/training/handbook-for-submitting-a-proposal-with-subawards_may2018/
- Handbook for Submitting a Proposal as a Subawardee Institution: https://research.ucdavis.edu/wp-content/uploads/HandbookforSubmittingasaSub_061318.pdf
- Handbook for Accessing Subawards (outgoing): <http://spark.ucdavis.edu/wp-content/uploads/Handbook-Accessing-Subawards-v4.pdf>
- Quick Start Guide for Accessing Awards (incoming subawards): <http://spark.ucdavis.edu/wp-content/uploads/Quick-Start-Guide-Accessing-Awards-v4.pdf>
- Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers: <http://spark.ucdavis.edu/wp-content/uploads/End-users-v13.pdf>

Websites and Forms

- Cayuse Research Suite: <https://ucdavis.cayuse424.com>
- UC Davis Cayuse User Guides and Videos: <http://spark.ucdavis.edu/training/>
- Cayuse Research Suite Support Center: <http://support.cayuse.com/>
- Subaward or Contractor/Vendor Guidance: <https://research.ucdavis.edu/wp-content/uploads/Subaward-v-Vendor-Guidance-Document.pdf>
- Sponsored Programs Training: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>
- Request No-Cost Extensions: <https://research.ucdavis.edu/proposals-grants-contracts/spo/award-management/#nocost>

Email Addresses and Listservs

- Sponsored Programs Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Sponsored Programs eRA Help Desk: SPOeRAHelp@ucdavis.edu
 - For non-Cayuse issues
- SPARK Listserv: https://lists.ucdavis.edu/sympa/info/spark_info
- C&G Listserv: <https://lists.ucdavis.edu/sympa/info/ovcr-cg>
- Grant Coordinators Network (GCN) Listserv: <https://lists.ucdavis.edu/sympa/info/gcn>