

Cayuse SP and 424 – UC Davis


Scripts: Submitting a Proposal with Subawards

Script 1: Complete the Cayuse SP Proposal

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 as follows.
 - a. Sponsor (Prime Applicant): NIH National Cancer Institute (NCI)
 - b. Funding Opportunity/Sponsor application No: PA-EO-777.
 - c. Sponsor Program Name: NIH Research Project Grant
 - d. Proposal Guideline URL: <https://grants.nih.gov/grants/guide/pa-files/PA-EO-777>
 - e. Prime Funding Agency (sponsor that will provide award funding): leave blank
 - 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: 05/16/2019 Apple NIH NCI
 - 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: Cayuse 424
 - o. Affiliated Units: none
 - p. Sponsor Deadline: 05/16/2019
 - q. Deadline Time: 17:00 Pacific
 - r. Postmark or Receipt: Receipt
 - s. Title of Project: Does coffee correlate with cancer incidence in mice?
 - t. Select Save
5. **For this class only:** Skip the Investigators/Research Team through Regulatory Compliance tabs.
6. Go the Subrecipients tab: Enter the Subaward institution(s)
 - a. Put your cursor in the text field or select the magnifying glass icon
 - i. Search for “Rutgers”
 - ii. Select Rutgers University if listed; otherwise, find and select Miscellaneous Sponsors
 - b. Select Add Subcontractor
7. Go to Proposal Attachments
 - a. Select a document from the computer
 - b. Select Subcontract Documents as the Document Type
 - c. Select Add

Script 2: Manually Enter Cayuse 424 Subaward

1. Go back to: <http://ucdavis-uat.cayuse424.com>
2. Select Cayuse 424.
3. Select Opportunities.
4. Select the plus sign next to PA-EO-777 – Use for all R'

 PA-EO-777	G.g. Training and NIH Ext-UAT FOA (Chan	TYPE7-RESEARCH-E	Use for all R's (R01,R03,R21,R34,RC1,etc)
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5. Complete the pop-up window as follows:
 - a. Proposal Name: 05/16/2019 Apple NIH NCI
 - b. Principal Investigator: Charlie Apple
 - c. Organization: The Regents at the University of California (Davis)
 - d. Default IDC: On Campus Org Research MTDC
 - e. # of Budget Periods: 2
 - f. Due Date: 05/16/2019
 - g. Validation Type: NIH
 - h. Select Create Proposal.
6. Go to SF424 RR Page 1:
 - a. Type of Submission: Application
 - b. Under Person to be contacted on matters involving this award: Select the pencil icon to find and select Kassie Obelleiro.
 - c. Type of Application: New
 - d. Descriptive Title of Applicant's Project: Subawards Test Proposal
 - e. Proposed Start and End Dates: 01/01/2020 – 12/31/2021 (Select the calendar icon, number of budget periods, period length, start date and the select Update Periods.)
 - f. PD/PI Contact Information: in the Street 1 field, enter "1850 Research Park Drive"
7. **For this class only**, skip all of the other sections EXCEPT the RR Subaward Budget Attachment.
8. Go to the RR Subaward Budget Attachment page.
 - a. Check the box next to RR Subaward Budget Attachment page.
 - b. Select Create Subaward.
9. Complete the Create New Subaward pop-up screen as follows:
 - a. Subaward name: Rutgers Subaward
 - b. Organization: Rutgers University
 - c. Default IDC Rate: MTDC On_campus
 - d. # of Budget Periods: 2 (This should match # of budget periods in Prime)
 - e. Due Date: 05/16/2019
 - f. Select Create Subaward

10. Complete Page 1 of the RR Project/Performance Site Location(s) screen as follows:
 - a. Note that the "Include to Prime" box must be checked.

Project/Performance Site Location(s)

Project/Performance Site Primary Location Include in Prime

Organization: Rutgers, The State University of New Jersey
 DUNS Number: 001912864
 * Street1: Institute for Health Street2:
 * City: New Brunswick County/Parish:
 * State/Province: New Jersey * Zip/Postal Code: 08901-1913
 * Country: United States of America
 * Project/Performance Site Congressional District: NJ-006

11. Complete RR Key Persons screen
 - a. Select Manage Key Persons
 - b. Select Add Key Person
 - c. Select Crystal, Stephen from the list
 - d. Select Add Selected Key Person
 - e. Role: "Other"
 - f. Other Project Role Category: "Site PD/PI"
 - g. Appointment type (months)
 - i. Delete Calendar Months
 - ii. Academic: 9
 - iii. Summer: 3
 - h. For both periods:
 - i. Acad. Salary: 140,250
 - ii. Summ. Salary: 46,750
 - iii. Acad. Months: .900
 - iv. Summ. Months: 1.00
 - v. Fringe Benefits: 14,961
 - i. Select Close

12. select + sign next to Stephen Crystal
 - a. Organization Name: Rutgers University
 - b. Street 1: 33 Knightsbridge Rd., 2nd Flr, East Wing
 - c. City: Piscataway
 - d. State: New Jersey
 - e. Country: United States of American
 - f. Zip: 08854-3925
 - g. Phone Number: 848-932-9758
 - h. Email: leave as is
 - i. Credential: scrystal
 Role: Other, Site PD/PI

A. Senior/Key Persons in Budget Period 1 of 2														Manage Key Persons
First Pref.Name	Mid. Last NameName	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)		
Stephen	Crystal	Site PD/PI	187,000	0	140,250	46,750	9.000	1.000	155,833	14,961	170,794			
Total Senior/Key Person											170,794			

13. Complete the RR Budget as follows:

- a. Page 1:
 - i. Organizational Duns: leave blank in test instance; However this would be entered in an actual proposal
 - ii. Budget Type: Subaward/Consortium (Confirm - should already be selected)
 - iii. Project Role: Site PD/PI
 - iv. Change Indirect Cost Type under Req. Salary and Fringe: MTDC On_campus
- b. Page 2: Add Travel
 - i. Domestic Travel: 6,300
 - ii. Indirect Cost Type: MTDC On_campus
- c. Page 3:
 - i. Materials and Supplies: 1,950
 - 1. Indirect Cost Type: MTDC On_campus
 - ii. Line Item 8: Enter "Data Center Costs" at 20,000
 - 1. Indirect Cost Type: MTDC On_campus
 - iii. Line Item 9: Enter "Data Purchase 2,000"
 - 1. Indirect Cost Type: MTDC On_campus
 - iv. Indirect Costs
 - 1. Indirect Cost Type: MTDC On_campus
- d. Page 4: Review for accuracy.

H. Indirect Costs			
<i>Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.</i>			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. MTDC On_campus ▼	57.000	74,816	42,645
2. ▼			
3. ▼			
4. ▼			
Total Indirect Costs			42,645
Cognizant Federal Agency <input style="width: 50%;" type="text"/>			
<small>(Agency Name, POC Name, and POC Phone Number)</small>			
I. Total Direct and Indirect Costs			Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)			117,461
J. Fee			Funds Requested (\$)
K. Total Costs and Fee			Funds Requested (\$)
Total Costs and Fee (I + J)			117,461

14. Select Prime in breadcrumbs at top.

Section G, Direct Costs (A thru F)	162,027
Section H, Indirect Costs	0
Section I, Total Direct and Indirect Costs (G + H)	162,027
Section J, Fee	
Section K, Total Costs and Fee (I + J)	162,027

15. Review the RR Budget, Page 4. The Subaward costs should be listed under Section F.