Overview

Read-Only Admin access allows users to view all Cayuse records (Projects, Proposals, Awards, Subawards/Subcontracts) and their associated Attachments and Notes. Read-Only Admin users may not view Events, the mechanism that Sponsored Programs analysts use to document their work. This level of access is appropriate for research administrators at UC Davis requiring “full” access to sponsored projects.

Obtaining Access

To request Read-Only Admin access email the following information to ORCayuseHelp@ucdavis.edu.

- Full Name
- Job Title
- Department/Unit/Office
- Kerberos ID
- Rationale for request

The Sponsored Programs eRA analyst will forward your request to the Executive Director of Research Administration and provide access if/once approved.
**Project Dashboard**

The Project Dashboard is the Cayuse SP landing page for SPO staff and others with view-only admin access.

1. Login to Cayuse ([https://ucdavis.cayuse424.com](https://ucdavis.cayuse424.com)) with your Kerberos ID and password.
2. Select “Cayuse SP”.

3. If you are not automatically taken to the Project Dashboard (shown below), select “Project Dashboard” under “My Dashboard”.

![Project Dashboard Screenshot](image-url)
Projects

Projects are the overarching folders for sponsored projects and include the associated Proposals, Awards and Subawards. Sponsored Programs creates a new Project if:

1. The PI is different from existing proposals having the same sponsor and similar project title.
2. The sponsor is different from previous proposals having the same PI and similar project title.
3. The proposal is new – it is not revision or resubmission of a previously submitted proposal.
4. Root award number or FAIN number changes from any previous award.
5. The only relevant Project is for a CDA. CDAs require stand-alone Projects.

Finding a Project

1. From the Project Dashboard, locate the Project using one of the following methods:

   - **Search Box**
     a. Select “Projects” in the field.
     b. Select the search parameter.
     c. Complete the pop-up or text field based on the chosen search parameter.
     d. Select “Search”.

   - **Projects Bucket**
     a. Select number hyperlink for the relevant status of the Project.

2. Select the Project Number to view more information and determine if it is the appropriate Project.

![Projects Search Box and Projects Bucket](image-url)
Determining the Project Status

1. **Find** the Project.
2. The Status is listed to the right of the search list. See the [Project Statuses table](#) for status definitions.
Viewing Associated Cayuse Records

YOU MAY ACCESS CAYUSE PROPOSALS, AWARDS AND SUBAWARDS/SUBCONTRACTS FROM THE PROJECT ADMINISTRATION SCREEN.

Finding Associated Proposals

1. From the Project Administration screen, select “Proposals”.
2. Select the Proposal No.
Finding Associated Awards

1. From the Project Administration screen, select “Awards”.
2. Select the Award No.

Finding Associated Subawards/Subcontracts

1. From the Project Administration screen, select “Subcontracts”.
2. Select the Subcontract No.
**Viewing Project Notes**

1. From the Project Administration screen, select the paper icon.
2. Select the Note hyperlink to view full text if necessary.

**Viewing Project Attachments**

1. From the Project Administration screen, select the paperclip icon.
2. Select the attachment title to view the attachment.
Proposals/Internal Processing Forms (IPFs)

Cayuse SP uses Proposal and Internal Processing Form (IPF) interchangeably, but IPFs are the internal routing and approval forms for proposals and some award modifications.

Finding a Proposal/Internal Processing Form

1. From the Project Dashboard, locate the Proposal using one of the following methods.

   **Search Box**
   
   a. Select “Proposals” in the search box.
   b. Select the search parameter.
   c. Complete the pop-up or text field based on the chosen search parameter.
   d. Select “Search”.

   **Proposals Bucket**
   
   a. Select the number hyperlink for the relevant status of the Proposal.

2. Select the Proposal No. to open the Proposal.
Determining the Proposal Status

1. **Find the Proposal.**

2. The status will be listed in the Status field of the search list. View the Proposal/Internal Processing Forms Statuses table for status definitions.

3. Select the Proposal No. to view more details.

4. From the Proposal Administration screen, select “Routing” to view the certifications, authorizations and status changes.

5. View the routing and status history.
Identifying the Assigned Sponsored Programs Analyst

1. **Find and open the Proposal.**
2. The assigned analysts are displayed on the Proposal Administration screen as follows.
   a. Specialists field: Assigned Sponsored Programs proposal (listed first) and award (listed second) analysts
   b. Proposal Specialist field: Assigned Sponsored Programs proposal analyst
   c. Contract Specialist field: Assigned Sponsored Programs award analyst
   d. Approving Person: Approving/Signing Institutional Official for the proposal submission to the sponsor

Viewing Proposal Notes

1. From the Proposal Administration screen, select the paper icon.
2. Select the Note hyperlink to view the full text if necessary.
Viewing Proposal Attachments

1. From the Proposal Administration screen, select the paperclip icon.
2. Select the document title hyperlink to view the document/attachment.

Finding the Associated Project

1. From the Proposal Administration screen, the Project No. will display in the Project and the Parent Project fields.
Finding Associated Awards

1. From the Proposal Administration screen, select the “Awards” tab.
   a. Any associated awards will be displayed.
2. Select the Award No. for details.
Awards

Finding an Award

1. From the Project Dashboard, locate the Award using one of the following methods.

   **Search Box**
   a. Select “Awards” in the search box.
   b. Select the search parameter.
   c. Enter Complete the pop-up or text field based on the chosen search parameter.
   d. Select “Search”.

   **Awards Bucket**
   a. Select the number hyperlink status for the relevant status.

2. Select the Award Number to view the Award.
Determining the Award Status

1. Find and open the Award.
2. The Status and Reporting Designation are displayed on the Award Administration screen. See the Award Statuses table for the status definitions.

![Award Administration Screen](image-url)
View the Award Budget

1. **Find and open the Award.**
2. From the Award Administration screen, select “Budget”.

![Budget screenshot](image-url)
Finding the Associated Project

1. **Find and open the Award.**
2. The Project No. is listed on the Award Administration screen in the Project field.

![Award Administration Screen]

Finding the Associated Proposal

1. From the Award Administration screen, select “Proposals”.
2. Select the Proposal No. hyperlink to open the Proposal Administration screen.

![Proposal Administration Screen]
Identifying the Assigned Sponsored Programs Analyst

1. **Find the associated Proposal.**

2. The assigned analysts are displayed on the Proposal Administration screen as follows.
   a. **Specialists field:** Assigned Sponsored Programs proposal (listed first) and award (listed second) analysts
   b. **Proposal Specialist field:** Assigned Sponsored Programs proposal analyst
   c. **Contract Specialist field:** Assigned Sponsored Programs award analyst
   d. **Approving Person:** Approving/Signing Institutional Official for the proposal submission to the sponsor

Viewing Award Notes

1. From the Award Administration screen, select the paper icon.

2. Select the Note hyperlink to view the full text if necessary.
Viewing Award Attachments

1. From the Award Administration screen, select the paperclip icon.
2. Select the document name hyperlink to open the attachment.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>File Type</th>
<th>Final</th>
<th>Upload Type</th>
<th>Attachment Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApplicationPackage.pdf</td>
<td>Other</td>
<td></td>
<td>Admin Office</td>
<td>Award</td>
<td>All Parties</td>
</tr>
<tr>
<td>budget.xlsx</td>
<td>Budget</td>
<td></td>
<td>IPF</td>
<td>Proposal</td>
<td>All Parties</td>
</tr>
<tr>
<td>Agreement-FE.pdf</td>
<td>Agreement</td>
<td></td>
<td>Admin Office</td>
<td>Award</td>
<td>All Parties</td>
</tr>
<tr>
<td>RFP.pdf</td>
<td>RFP or Sponsor Guidelines, etc.</td>
<td></td>
<td>IPF</td>
<td>Proposal</td>
<td>All Parties</td>
</tr>
<tr>
<td>Scope.pdf</td>
<td>Abstract</td>
<td></td>
<td>IPF</td>
<td>Proposal</td>
<td>All Parties</td>
</tr>
</tbody>
</table>
Subawards

CAYUSE SP refers to Subawards as Subcontracts. This section of CAYUSE SP is only for outgoing subawards.

Finding a Subaward

1. From the Project Dashboard, locate the Subaward using one of the following methods.

   **Search Box**
   a. Select “Subcontract” in the search box.
   b. Select the search parameter.
   c. Enter Complete the pop-up or text field based on the chosen search parameter.
   d. Select “Search”.

   **Subcontracts Bucket**
   a. Select the hyperlink of the number for the status of the Subaward.

2. Select the Subcontract Number to view the Subaward.
Determining the Subaward Status

1. **Find and open the Subaward.**
   
   a. The Status will be displayed on the search results lists. View the Subaward Statuses table for status definitions.

2. Select the hyperlink of the Subcontract No. to view details.

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Viewing Subaward Notes

1. **Find the Subaward.**

2. From the Subaward Administration screen, select the notes icon.

3. Select the Note hyperlink to see full text if necessary.

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Identifying the Assigned Sponsored Programs Analyst

The Sponsored Programs analyst assignment is entered as a Note. Follow the instructions for Viewing Subaward Notes.
Viewing Subaward Attachments

1. **Find the Subaward.**
2. From the Subaward Administration screen, select the paperclip icon.
3. Select the document name hyperlink to view the document.

Finding the Associated Project

The first seven (7) digits of the Subcontract No. is the Project No.

1. **Find the Subaward.**
2. From the Subaward Administration screen, select “View Project”.

Finding Associated Awards

1. **Find the associated Project.**
2. Find the Awards associated with the Project and view for relevance to the Subaward.
## Appendix

### Role Definitions

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPF Approver</td>
<td>An individual designated with signing authority to review and approve proposals on behalf of his or her department. Although all IPF Approvers for a given department receive an email notifying them when a proposal requires review, only one IPF Approver is required to approve the proposal to fulfill the departmental approval requirement.</td>
</tr>
<tr>
<td>Role Manager</td>
<td>An individual designated by the Dean or Department Head to add and remove roles for departmental personnel within Research Contacts.</td>
</tr>
<tr>
<td>Pre-Award Spending Approver</td>
<td>An individual designated with signing authority to review and approve Pre-Award Spending Requests. Pre-Award Spending Requests for a proposal can be prepared and submitted electronically in Cayuse SP. Once submitted, all departmental Pre-Award Spending Approvers receive an email notifying them there is a Pre-Award Spending Request requiring review, which they can access through their Pre-Award Spending Inbox. Only one approver needs to approve the request in order to fulfill the departmental approval requirement. Pre-Award Spending Approvers should also be provided Proposal Data Access in order to view the Proposal Attachments tab.</td>
</tr>
<tr>
<td>Award Data Access</td>
<td>View departmental award data contained in Cayuse SP through the Awards in My Department dashboard.</td>
</tr>
<tr>
<td>Proposal Data Access</td>
<td>View proposals in a given Admin Award Department, as well as access those proposals where that department is named, through the Proposals in My Department dashboard. The user can perform the following tasks: view the proposal, its IPF, and associated attachments; copy the proposal; and prepare a Pre-Award Spending Request for the proposal.</td>
</tr>
</tbody>
</table>

Table 1: Cayuse SP Role Definitions
# Proposal/Internal Processing Form (IPF) Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Investigator Certification</th>
<th>IPF Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsubmitted</td>
<td>Not submitted for routing.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Dept Approval in Process</td>
<td>Pending IPF approvals.</td>
<td>Yes, if not already obtained</td>
<td>Yes</td>
</tr>
<tr>
<td>Admin Office in Process</td>
<td>Received by SPO but not assigned.</td>
<td>Yes, if not already obtained</td>
<td>Yes, if not already obtained</td>
</tr>
<tr>
<td>PS Review</td>
<td>Under review by Proposal Analyst.</td>
<td>Yes, if not already obtained</td>
<td>Yes, if not already obtained</td>
</tr>
<tr>
<td>CS Review</td>
<td>Under review by Award Analyst.</td>
<td>Yes, if not already obtained</td>
<td>Yes, if not already obtained</td>
</tr>
<tr>
<td>Proposal Approved</td>
<td>Do NOT use. Select Submitted to Sponsor instead.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>Reopened</td>
<td>Proposal reopened for department to edit</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Submitted to Sponsor</td>
<td>Proposal or administration action that required an IPF was submitted to the sponsor.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>Rejected – Late Submission</td>
<td>Proposal was not submitted to the sponsor due to late submission by the PI/department and/or necessary document not provided.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Proposal withdrawn by the PI</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>Not Funded</td>
<td>Proposal not funded by the sponsor, this IPF was for a letter of intent or pre-proposal that was invited to submit a full proposal or the award mechanism was identified as one for which SPO does not have delegation of authority (e.g. Vendor/Service Contract or Gift).</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>JIT Request Received</td>
<td>SPO or PI received a JIT request from the sponsor.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>JIT Request Approved</td>
<td>SPO has approved the JIT information provided by the PI/department.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>JIT Request Unsubmitted</td>
<td>The PI decided not to submit JIT information.</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
<tr>
<td>Funded</td>
<td>Notice of Award received by the sponsor. (This does not mean the award has been executed.)</td>
<td>Yes, if not already obtained</td>
<td>No</td>
</tr>
</tbody>
</table>

Table 2: IPF Status Definitions
# Project Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>There is ongoing activity. This may be a proposal, award, subaward or master agreement.</td>
</tr>
<tr>
<td>Closed (Work Complete)</td>
<td>Project and all associated awards, including the close-out process, are complete.</td>
</tr>
<tr>
<td>Inactive (Never Funded)</td>
<td>Associated proposal was withdrawn, determined not be within SPO’s delegation of authority, not funded or negotiations were unsuccessful and there are currently no others in process or funded proposals under this project.</td>
</tr>
<tr>
<td>Inactive (Work Not Complete)</td>
<td>Suspended and transferred awards, proposals and/or subawards.</td>
</tr>
<tr>
<td>Created in Error</td>
<td>Project was created in error.</td>
</tr>
<tr>
<td>Terminated</td>
<td>Project was terminated.</td>
</tr>
</tbody>
</table>

Table 3: Project Status Definitions
## Award Types

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Potential Sponsor Names</th>
<th>When to Choose</th>
<th>Significance</th>
</tr>
</thead>
</table>
| New              | Grant Award Contract Agreement | 1. First time proposal is funded.  
2. First time root award number is used.  
There should only be one “New” award in a Project. | CGA sets up a new fund. |
| Supplement       | Modification Amendment Supplemental Funding | 1. Same root award number from previous award  
2. Extra money is given for a project—not previously promised  
3. When there is additional scope of work along with additional money  
EXAMPLE: California state agency gives extra money in May | CGA creates a new account to existing fund. |
| Amendment        | Incremental Award Modification Revised Contract | 1. Same root award number from a previous award  
2. Award comes in for already promised money  
3. No cost extension  
4. PI/personnel change  
5. Rebudget  
6. Carryforward request  
7. Deobligation  
8. Change in scope of work with no additional money  
EXAMPLE: Year 2 of NIH award | CGA makes changes to existing fund. |
| Administrative Action | Stop Work Orders | Post-award actions, such as Stop Work Orders, miscellaneous letters and Progress Reports that need to be reported to CGA. | Notification is sent to CGA. |
| Termination      |                                 | Award is terminated if reporting designation is Active/Obligated. | Notification is sent to CGA. |
| Prior Approval   | No formal sponsor document      | When sponsor approves something without formal document. | CGA makes changes to the fund. |
| **Sponsor sends formal document approving changes.** | | | |

Table 4: Award Types
### Award Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Award is fully-executed.</td>
</tr>
<tr>
<td>Pending</td>
<td>Notice of Award was received award is worked on; not fully-executed.</td>
</tr>
<tr>
<td>Unsuccessful Negotiation</td>
<td>Anticipated award not received due to failed negotiation, Prior Approval denied by the sponsor or the award mechanism was determined to be one in which SPO does not have delegation of authority.</td>
</tr>
<tr>
<td>Closeout in progress</td>
<td>Closeout procedure is underway.</td>
</tr>
<tr>
<td>Suspended</td>
<td>Anticipated award not received due to a reason other than failed negotiation.</td>
</tr>
<tr>
<td>Closed (Work Complete)</td>
<td>Award is complete or terminated if reporting designation is Active/Obligated. Award was suspended by the Award Analyst if reporting designation is Pending/Anticipated.</td>
</tr>
<tr>
<td>Created in Error</td>
<td>Award was created by mistake.</td>
</tr>
</tbody>
</table>

Table 5: Award Statuses

### Subaward Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Awaiting) Admin Dept</td>
<td>Action is required by the PI/department</td>
</tr>
<tr>
<td>(Awaiting) Award Mgr/Analyst</td>
<td>Action is required by the SPO Award Analyst</td>
</tr>
<tr>
<td>(Awaiting) Subcontractor</td>
<td>Action is required by the Subrecipient</td>
</tr>
<tr>
<td>Full Executed</td>
<td>The Subaward is fully executed and has been sent to CGA</td>
</tr>
</tbody>
</table>

Table 6: Subaward Statuses

### Advance Account Request Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Awaiting department and dean approval, if applicable</td>
</tr>
<tr>
<td>Authorized</td>
<td>If a non-SVM proposal: Department approve received and either awaiting SPO assignment or has been assigned to a SPO analyst. If a SVM-proposal: Awaiting dean approval</td>
</tr>
<tr>
<td>Funded</td>
<td>SPO approved</td>
</tr>
<tr>
<td>Deleted</td>
<td>Not approved by SPO or withdrawn because no longer needed</td>
</tr>
<tr>
<td>Rejected</td>
<td>Rejected by the department and/or dean’s office</td>
</tr>
</tbody>
</table>

Table 7: Advance Account Request Statuses