Cayuse SP – UC Davis
Handbook for Accessing Subawards

Getting Started

- Use Mozilla Firefox for best results
- Login to: https://ucdavis.cayuse424.com with your Kerberos ID and Password
  - Select Cayuse SP

Access Subaward Documents

1. Go to the My Awards tab (if you are listed on the Investigators/Research Team tab of the IPF) or Awards in My Unit tab (if you have Award Data Access for the Administering Unit)

2. Go to the Active Projects tab
3. Select the Project Number associated with the Subaward

4. Go to the Subcontracts tab
5. Select the Subcontract No.

   a. The status will be displayed on the Subcontract Administration screen

   OR

   b. You can find the assigned Subaward Analyst and review notes regarding the status on the Notes tab.
6. Go to the Documents tab to retrieve the fully executed Subaward document(s)

7. Select the attachment to open