# Cayuse SP and 424 – UC Davis
## Handbook for Submitting a Proposal with Subawards

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Overview

An outgoing subaward is an agreement with a third-party organization performing a portion of a UC Davis research project or program. The terms of the relationship (subgrant/subcontract) are influenced by the prime agreement, detailing the award to the University. A subrecipient works collaboratively with the prime award recipient to carry out a portion of the prime award’s scope of work. Just because another entity is involved in carrying out a sponsored project does not mean that a true subrecipient relationship exists. Since it is sometimes difficult to tell the difference between a subrecipient and a vendor, it may be easy to confuse the two. This can lead to problems managing a sponsored project so it is important to ascertain if the work to be carried out meets the definition of a “subaward” at the proposal stage. Please see the helpful information included in SPO’s Subaward or Contractor/Vendor Guidance document. If a vendor relationship is required remember that indirect costs will need to be charged on the entire amount of the transaction.

If the subrecipient does not have a current federally negotiated F&A rate in place they have the following options:

- Use a de minimis F&A rate of 10% MTDC (The 10% rate will apply to ANY subsequent subawards to this institution/organization until it obtains a Federally negotiated F&A rate or elects to negotiate an F&A rate with UCD); or
- Negotiate an F&A rate with their Cognizant Federal Agency; or
- Elect not to charge F&A; or
- Negotiate an F&A rate with UCD’s Costing Policy & Analysis Division. Please see UCD F&A Rate Negotiation section below for additional information.

Required Elements

The following elements must be uploaded as two PDF attachments per each Subawardee in Cayuse SP as Proposal Attachments:

- **First PDF**
  - Subrecipient Commitment Form, if the Subawardee is a non-UC campus or the Multiple Campus Award (MCA) Commitment form, if the Subawardee is a UC campus.
- **Second PDF**
  - Subawardee’s SOW, including a clear and detailed description of the work to be performed, the proposed timelines, and deliverables.
  - Subawardee’s Budget and Budget Justification, including the subawardee’s direct and indirect costs, calculated in accordance with sponsor guidelines using the subawardee’s approved F&A and fringe benefit rates, and verifying any committed cost sharing.
  - Any additional elements that may be required by UC Davis’s sponsor for inclusion in the proposal.
Instructions

**Step 1. Look for institutional Cayuse 424**

*It is important to confirm the institution is in Cayuse 424 and the appropriate indirect cost types are listed first. If you create a subaward for an institution without the indirect cost base type, you will need to delete the original subaward and re-create it once the types have been added.*

- a. Login to [https://ucdavis.cayuse424.com](https://ucdavis.cayuse424.com) with your Kerberos
- b. Select Cayuse 424

- c. Select Institutional Profiles
d. Enter part of the Subawardee Institution name in the text field and select Search (Note: You may need search for the institution multiple ways.)

![Institutions](Image)

e. If the institution is listed, open the Institutional Profile and ensure Indirect Cost Types are entered.

![Institutional Profile](Image)

f. If the institution and Indirect Cost Types are included, proceed to **Step 2 below**

g. If the institution and/or Indirect Cost Types are not listed, email **ORCayuseHelp@ucdavis.edu** to request the institution be added to Cayuse 424 and provide the following:

i. Subawardee Institution name

ii. Contact name

iii. Email address

iv. Phone number

v. Mailing address

vi. Indirect Cost Rate information
Step 2. Complete the Cayuse SP Proposal

a. Login to https://ucdavis.cayuse424.com with your Kerberos

b. Select Cayuse SP

c. Complete the Cayuse SP Proposal/Internal Processing Form as usual, paying attention to the notes below for each of the Proposal tabs (Note: Instructions are available in the Cayuse SP Handbook for PIs, Department C&G Staff and Approvers.)

d. Subrecipients
   
   i. Put your cursor in the text field or select the magnifying glass icon
ii. Enter part of subrecipient institution’s name in the text field and select Search

![Search Box]

1. If the subrecipient institution is listed, select the institution and proceed to Step 2.d.iii, below

![Organization Search]

2. If the subrecipient institution is not listed:
   a. Select Search Again

![Search Again]

[Image of the page]
b. Enter Misc in the text field and select Search.

![Search interface with keyword 'misc' entered]

Select Miscellaneous Sponsors.
iii. **Select Add Subcontractor.**

iv. **Repeat Step 2.d.i. to 2.d.iii. for each Subawardee institution.**
e. Proposal Attachments
   i. Save the **required elements** as one PDF document per Subawardee institution. The file name should be the Subawardee institution’s name.
   ii. Select Browse

iii. Locate the file on your computer, select the file name and select Open
iv. Select Subcontract Documents at the Document Type, and then select Add
(Note: Include the Subaward institution’s F&A agreement, etc. if they were not included in the list.)

v. Repeat steps 2.e.i. to 2.e.vi. for each Subawardee institution.
f. Submission Notes
   
i. This tab may be left blank if the Subawardee institution was listed. However, if
the subawardee institution was not listed (Miscellaneous Sponsors was
selected), add a note with the following information and select Add Note:

   1. Subawardee Institution name
   2. Contact name
   3. Email address
   4. Phone number
   5. Mailing address
   6. Indirect Cost Rate information
Step 3. Cayuse 424 Proposal

a. Login to https://ucdavis.cayuse424.com with your Kerberos

b. Select Cayuse 424

c. Look for institution and Indirect Cost Types before starting proposal/application in 424 (Step 1).
d. Complete Cause 424 application as usual, then input Subaward(s) using one of the following three methods.

i. **Create Subaward: UC Davis Department Admin/PI manually enters the application in 424**

   1. Go to the Subaward Budget Attachment tab and select Create Subaward

   ![Image of Create Subaward interface]

   2. Complete the Create New Subaward screen and select Create Subaward

   ![Image of Create New Subaward interface]
3. Complete the Project/Performance Site Location(s) screen

4. Add the Key Persons/Senior Personnel
   a. Select Manage Key Persons
   b. Select Add Key Person
   c. Enter the person’s last name in the text field and select Search.
   d. If the person is listed:
      1. Select the name and then select Add Selected Key Person

2. Complete the Manage Key Person screen and then select Close
   i. Select “Include in Performance Site:
   ii. Upload the Biosketch
   iii. Role: Other
   iv. Other Project Role Category: Site PD/PI
   v. Enter the Appointment type (months) (Note: Many faculty have a 9 month academic and 3 month summer appointment.)
   vi. Enter the Budget salary information (Note: Requested salary will auto-populate.)
e. If the person is not listed, select Create New Professional Profile and complete the basic (required) information (Note: Never create a professional profile for another UC Davis employee.)

f. Repeat Step 3.i.4.b to Step 3.i.4.e. for each Key Person at the Subaward institution
5. Complete the Subaward Budget

6. Go back to the Prime proposal by selecting Prime.
ii. Import Subaward: Subawardee creates subaward proposal in Cayuse424, Subawards.com or another external system

1. Save the exported file sent to you by the Subawardee
2. Go to the Subaward Budget Attachment tab and select Import Subaward
3. Enter the Subaward title
4. Select Choose file and find the file on your desktop
5. Select Import
6. Select Link in Subaward
7. Check Subaward proposal for accuracy
iii. Link Subaward: *Subaward proposal has already been imported into Cayuse 424*

1. Go to the Subaward Budget Attachment tab and select Link Subaward

![Subaward Budget Attachment](image)

2. Enter the Subaward title provided by the Subawardee

3. Select Link in Subaward

![Link in Subaward](image)

4. Check Subaward proposal for accuracy
FAQs

1. What if an investigator does not have a profile in Cayuse?
   a. If the investigator in question a UC Davis employee, ask him/her to login to Cayuse 424 and create his/her Professional Profile.
   b. If the investigator in question is not a UC Davis employee:
      1. Ensure institution is in SP (this should have already been done)
      2. Add the user.

2. Can I import a Subaward proposal prepared in an external system? Yes, ask the Subaward institution to export the Subaward proposal and send it to you. Then you can import that proposal.

3. Can I link to a Subaward proposal created in Cayuse 424 by another institution? Yes, select Link Subaward and find the appropriate Subaward to link to the prime application.

4. Are there upcoming training sessions? Yes, they can be found at: http://spark.ucdavis.edu/training/.
Resources

- UC Davis Cayuse Landing Page: http://spark.ucdavis.edu/cayuse/
- Help Guides and Videos: http://spark.ucdavis.edu/training/
- Cayuse Listserv: https://lists.ucdavis.edu/sympa/subscribe/spark_info
- Help Request: ORCayuseHelp@ucdavis.edu
- eRA Help: SPOeRAHelp@ucdavis.edu
- Cayuse Training Sessions: http://spark.ucdavis.edu/training/