# Cayuse SP – UC Davis
## Handbook for Approvers

## Contents
- Accessing Cayuse SP ................................................................................................................................................................ 2
- Approving Proposals in Your Unit ........................................................................................................................................... 2
- Endorsing Pre-Award Spending (Advance Accounts) ............................................................................................................. 7
- Resources .............................................................................................................................................................................. 10
Accessing Cayuse SP

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

![Cayuse Research Suite](image)

Approving Proposals in Your Unit

1. Find and open the Proposal from the Unit Approval Inbox.

![Unit Approval Inbox](image)
2. Determine if the Lead Principal Investigator and co-Principal Investigators certified the Proposal.  
*SPO will not assign the Proposal for review until the Lead Principal Investigator and co-Principal Investigators, if applicable, certify the Proposal.*

3. Select “View IPF” to review the proposal.
4. Navigate to each section/tab by selecting the links under the Item List.

5. Review the IPF as appropriate. At a **minimum** review the following:
   a. General Information
      i. Appropriateness of the sponsor
      ii. Accuracy of the administrative unit (related to indirect cost return)
   b. Investigators/Research Team
      i. Home unit (related to effort)
      ii. PI eligibility
      iii. Reasonableness of effort commitment
      iv. Approval of cost-shared effort
      v. Availability of key personnel to conduct the project
      vi. Sufficient funding for staff listed
   c. Budget
      i. Appropriateness of budget, including cost sharing
   d. Regulatory Compliance
      i. Human subjects, vertebrate animals and/or hazardous research materials
   e. Subrecipients
      i. Appropriateness of Subrecipients
   f. Foreign Activity
      i. Proprietary research, foreign activities, military implications or export control
   g. Special Interest
      i. Stem cells, boats, diving, HPCs or small business involvement
   h. Additional Questions
      i. Leasing new space, benefits to proposal from UC Davis funding sources and health relatedness
   i. Location of Sponsored Activities
      i. Is the space for the project adequate and available for the full project period?
      ii. If additional space is needed, are the appropriate commitments in place?
   j. Proposal Abstract
      i. Review attachments for financial resources, space, faculty/staff time and appropriateness.
   k. Submission Notes
      i. View for any important notes.

6. Once you have reviewed the Proposal:
   a. If you approve the Proposal for submission to SPO:
      i. Select “Authorize Proposal”. 
ii. Select “Submit Authorization” if you “understand and assume the following responsibilities with respect to this proposal”.
   1. It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
   2. That the Department/Center/Institute has agreed to provide the resources identified in this proposal.
   3. That all investigators on this proposal either have "Regular Eligibility" to be an investigator in accordance with PPM 230-02, or if they do not have "Regular Eligibility", I support their application to be a PI by Exception by my approval of this proposal and the completed PI Exception form(s) which are attached to this proposal.
   4. That in the event that the Principal Investigator does not complete any report or other obligation required as a result of an award based on this proposal, that my department will assume responsibility for completion of that obligation(s).
   5. When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.
   6. When applicable, since the University policy mandates only full-time, permanent EPA employees may serve as principal investigator (PI); with respect to this application, I approve that this individual is eligible to serve in the role of PI despite his/her part-time employment status.

b. If you do not approve this proposal for submission to SPO or if corrections are needed before submission to SPO:
   i. Select “Reject Proposal”.
c. Enter the reason for rejecting the proposal and select “Submit Rejection”.

Lead PI’s home unit is incorrect. Please change and resubmit for routing.
Endorsing Pre-Award Spending (Advance Accounts)

Note: Pre-Award Spending Approvers must also have Proposal Data Access to view the relevant Proposal attachments.

1. Find the Advance Account Request to review from the Advance Account Inbox and select the Project Title to download and view a PDF of the Internal Processing Form (IPF).

2. To view the relevant Proposal attachments, note the Proposal Number from the downloaded IPF and find the Proposal from the Proposals in My Unit box.

3. Go to the Attachments tab to review the documents related to the Advance Account Request. Note: This is where evidence of firm commitment from the sponsor should be saved.
4. **For SVM only; all others proceed to next step:** If you are a Pre-Award Spending Approver for a unit within the School of Veterinary Medicine (SVM) but not for the SVM Dean’s Office, enter a Note that “Advance Account Request is endorsed by the unit”. The Pre-Award Spending Approver for the SVM Dean’s Office is responsible for the remaining steps.

5. To endorse or reject the request, find the request from the Advance Account Request Inbox and select “Manage”.

6. Select “View/Print Advance Account Request” to review the Description of Assurances of Funding in the PDF to ensure necessary information were provided.
7. Select “Authorized” if the Advance Account Request is endorsed for SPO Review or “Rejected” if the request is not endorsed for SPO review. **Endorsing the Advance Account Request confirms the administering unit will fund any costs incurred associated with this request in the event the funding from the sponsor is not received.**
Resources

1. UC Davis Cayuse SP Training Materials and User Guides: http://spark.ucdavis.edu/training
2. SPO BAASICS Training Sessions: https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/
3. UC Davis Cayuse SP FAQs: http://spark.ucdavis.edu/spark-faq/#csp
4. UC Davis Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
5. UC Davis Cayuse Listserv: https://lists.ucdavis.edu/sympa/subscribe/spark_info