Cayuse SP – UC Davis

Infographic Written Instructions

Login and Access

1. How do I login to Cayuse SP?
    a. Use Mozilla Firefox for best results
    b. Login to: https://ucdavis.cayuse424.com with your Kerberos ID and Password
    c. Select Cayuse SP
    d. Email ORCayuseHelp@ucdavis.edu if you are not able to login.
2. How do I get access to view and/or approve Cayuse SP records?
    a. Contact the Role Manager for the unit to which you need access.
    b. Determine the appropriate Role Manager by selecting Research Contacts from the main Cayuse page and locating the unit on the unit list.
    c. For further instructions, see View Department Role Assignments in the *Handbook for Role Managers*.

Role Management and Permissions

1. How do I establish a Role Manager for my unit?
    a. The Department/Unit Head should email ORCayuseHelp@ucdavis.edu to request the addition of a Role Manager for unit.
    b. The selected Role Manager should review the Department Admin/Role Manager Training Video.
2. How do I grant Roles/permission for my unit?
    a. Go to Research Contacts from the main Cayuse page.
    b. Select Manage Research Roles.
    c. If the person is not already listed as a Research Contact, add the user and assign roles.
    d. If the person is already listed as a Research Contact, select the user's name and assign roles.
    e. For further instructions, see Managing User Rules in the *Handbook for Role Managers*.
3. How do I get access to view and/or approve Cayuse SP records?
    a. Contact the Role Manager for the unit to which you need access.
    b. Determine the appropriate Role Manager by selecting Research Contacts from the main Cayuse page and locating the unit on the unit list.
    c. For further instructions, see View Department Role Assignments in the *Handbook for Role Managers*.

Proposals/IPFs

1. How do I submit a proposal/IPF for approval?
    a. From the Proposal Dashboard, select Start new Proposal.
    b. For further instructions, see Creating and Submitting Proposals in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.
2. How do I give edit access to my proposal/IPF?
    a. Add those requiring edit access to the Investigators/Research Team tab of the IPF with either the Proposal Editor or Other Participant – No Routing role. All other roles will require the relevant unit head(s) approval of the IPF.
3. How do I edit my proposal/IPF after submitting for approvals?
    a. Email ORCayuseHelp@ucdavis.edu and request the IPF be placed back in Unsubmitted status. Provide the PI's full name and the Cayuse SP Proposal Number.
    b. Select Submit for Routing after making the necessary revisions. Please note all IPF approvals obtained will be deleted. A new email will be sent to the IPF Approvers once the IPF is submitted for routing again.

4. As a PI or co-PI, how do I certify my proposal/IPF?
    a. From the Dashboard, select PI Certification Inbox.
    b. Select the applicable Proposal Number.
    c. View the IPF or PDF of the IPF.
    d. Select Certify Proposal.
    e. For further instructions, see Certifying/Signing a Proposal in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.
5. As an IPF Approver, how do I approve an IPF?
    a. From the Dashboard, select Unit Approval Inbox.
    b. Select the applicable Proposal Number.
    c. View the IPF or PDF of the IPF.
    d. Select Authorize Proposal to approve or Reject Proposal to return to the initiator.
    e. For further instructions, see Approving Proposals in Your Unit in the *Quick Start Guide for Approvers* or in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.
6. How do I find out my SPO analyst for a proposal?
    a. If you initiated the proposal or are listed on the Investigators/Research Team tab, go to My Proposals and select the Submitted Proposals tab.
    b. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Proposals in My Unit.
    c. Select the Proposal Number.
    d. The Proposal Analyst will be listed next to Proposal Specialist at the top of the page.
7. How do I check the status of my proposal/IPF?
    a. If you initiated the proposal or are listed on the Investigators/Research Team tab, go to My Proposals and select the Submitted Proposals tab.
    b. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Proposals in My Unit.
    c. The status will be displayed to the far right.
    d. To see further details, select the Proposal Number.
    e. Go to the Notes tab.
    f. For further instructions see Checking the Status of a Routed Proposal in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.

Advance Accounts/Pre-Award Spending

1. How do I request an Advance Account?
    a. UC Davis policy 230-06 provides Principal Investigator's the opportunity to plan activities and under certain circumstances, begin a project before actual receipt of the award document. An Advance Account may be established for a project prior to receipt of award only if all of the following criteria are met:
        i. There is a compelling reason to expend funds prior to receipt of award.
        ii. There is verbal or written confirmation to the Office of Research from the sponsor's contract officer or grants management officer that an award is forthcoming.
        iii. The requested advance dates fall within the sponsor's anticipated award period.
        iv. The guidelines from the sponsor do not prohibit commitment of funds before an award is fully executed.
        v. Expenditures will be in accordance with the expected budget categories and limits, sponsor's guidelines and UC Davis policies and procedures.
        vi. There are funds available within the department, organized research unit or college/school to cover the expenditures in the event an award fails to materialize.

b. At a minimum, an alternate account number to be used in the event the project is not awarded and evidence of firm commitment must be included as part of the request. Please note that all compliance items must be received before fund are released. Typically, Advance Account requests will not be approved if the project requires IRB and/or IACUC approvals that are not in place.
c. If the Proposal in not Cayuse SP, email awards@ucdavis.ed with the following information.
    i. Subject field: CGT # - Advance Account Request
    ii. Email body: Include the PI name, project title and primary contact
d. If the Proposal is in Cayuse SP, go the applicable Proposal and:
    i. Upload the firm commitment of funding, (usually an email or letter from Program Officer) and any required compliance items (i.e., IRB, IACUC, BUA, SCRO, HASTOC, 700U, 800, PHS Annual Disclosure and Training if PHS (or adopted sponsor) funded). (Note: If the Financial Conflict of Interest Disclosers were filed in the eCOI system, they do not need to be attached.).
    ii. Initiate the form from the Advance Account tab. Complete the pop-up and select Submit Advance Account for Processing
        1. Enter the following in the Description field.
        2. Sponsor contact
        3. Department Account Number to be changed in the event the sponsor does not fund the project
        4. Amount of request
        5. Project for requested funds
        6. Justification for request
        7. Indicate if the funding is federal or federal flow through.
        8. Indicate if a New or Supplemental account will be needed.
        9. Provide the contact information for whom should be contacted if additional information is needed.
        10. Select Submit Advance Account Request for Processing.
e. For further instructions, see Requesting Advance Accounts in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.

2. As a Pre-Award Spending Approver, how do I approve/endorse an Advance Account request?
    a. If you are in the School of Veterinary Medicine, see Endorsing Advance Accounts in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.
    b. Otherwise:
        i. From the Dashboard, select Advance Accounts Inbox.
        ii. Find the proposal and select Manage.
        iii. View the PDF of the proposal.
        iv. Ensure the required documents have been uploaded in the Proposal Attachments.
        v. Go back to the Advance Account Inbox and open the request again.
        vi. View the Advance Account Request and ensure required details were provided.
        vii. Select Manage.
        viii. Select Authorized if you endorse the request or Rejected if you do not endorse the request.
    c. For further instructions, see Endorsing Advance Accounts in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.

3. How do I check the status of an Advance Account request?
    a. From the Dashboard, find the applicable proposal.
    b. Go to the Advance Account tab.
    c. The status will display on the list.
        i. Submitted = Not yet approved
        ii. Authorized = Approved (SPO will also email you when/if the request is approved.)
    d. For further instructions see Checking the Status of Advance Account Requests in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.

Awards

1. How do I get a new Award entered?
    a. Email the Notice of Award to awards@ucdavis.edu and include the Cayuse SP Proposal number or historical Sponsored Programs Number if the proposal was submitted before July 1, 2017.
2. How do I submit award modifications?
    a. Email the modification to awards@ucdavis.edu and include the Cayuse SP Award number or historical Sponsored Programs Number if the award was executed before July 1, 2017.
3. How do I find out my SPO analyst for an Award?
    a. If you initiated the associated proposal or are listed on the Investigators/Research Team tab, go to My Awards.
    b. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Awards in My Unit.
    c. Select the Award Number.
    d. Select the Proposal Number.
    e. The Award Analyst will be listed next to Contract Specialist at the top of the page.
4. How do I view the status of an Award?
    a. If you initiated the associated proposal or are listed on the Investigators/Research Team tab, go to My Awards.
    b. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Awards in My Unit.
    c. The status will be displayed to the far right.
    d. To see further details, select the Proposal Number.
    e. Go to the Notes tab.
    f. For further instructions see Checking the Status of an Award in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.
5. How do I view Award documents?
    a. If you initiated the associated proposal or are listed on the Investigators/Research Team tab, go to My Awards.
    b. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Awards in My Unit.
    c. The status will be displayed to the far right.
    d. To see further details, select the Proposal Number.
    e. Go to the Attachments tab.
    f. For further instructions see Checking the Status of an Award in the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*.

(outgoing) Subawards

1. How do I submit a proposal with (outgoing) Subawards?
    a. Create the proposal/IPF as usual.
    b. Enter the Subaward institution(s) in the Subcontracts tab.
    c. Upload all required documents to the Attachments tab. Please upload one PDF per institution and clearly title the file.
    d. For further instructions, see the *Handbook for Submitting Proposals with Subawards.*
2. How do I initiate a Subaward after receiving a notice of award?
    a. Email all required documents to subawards@ucdavis.edu.
    b. The required documents should be sent as one PDF per Subaward institution and include the following:
        i. Subaward Request Form
        ii. Documents attached to Proposal, edited if needed based on the award terms.

3. How do I find my SPO analyst for a Subaward?
    a. If you initiated or are on the Investigators/Research Team tab of the associated proposal, go to My Awards.
    b. If you did not initiate the proposal or are not listed on the Investigators/Research Team tab of the associated proposal, go to Awards in My Unit.
    c. Select Active Projects.
    d. Select the associated Project.
    e. Go to the Subcontracts tab.
    f. The status will be listed.
    g. For further details, select the Subcontract Number.
    h. Go to the Notes tab.
    i. For further instructions, see the *Handbook for Accessing Subawards*.

4. How do I check the status of a Subaward?
    a. If you initiated or are on the Investigators/Research Team tab of the associated proposal, go to My Awards.
    b. If you did not initiate the proposal or are not listed on the Investigators/Research Team tab of the associated proposal, go to Awards in My Unit.
    c. Select Active Projects.
    d. Select the associated Project.
    e. Go to the Subcontracts tab.
    f. The status will be listed.
    g. For further details, select the Subcontract Number.
    h. Go to the Notes tab.
    i. For further instructions, see the *Handbook for Accessing Subawards*.

5. How do I view Subaward documents?
    a. If you initiated or are on the Investigators/Research Team tab of the associated proposal, go to My Awards.
    b. If you did not initiate the proposal or are not listed on the Investigators/Research Team tab of the associated proposal, go to Awards in My Unit.
    c. Select Active Projects.
    d. Select the associated Project.
        i. Go to the Attachments tab and filter the attachments by Subcontract.
        ii. OR Go to the Subcontracts tab.
        iii. The status will be listed.
        iv. For further details, select the Subcontract Number.
        v. Go to the Attachments tab.
        vi. For further instructions, see the *Handbook for Accessing Subawards*.