

# Cayuse SP – UC Davis

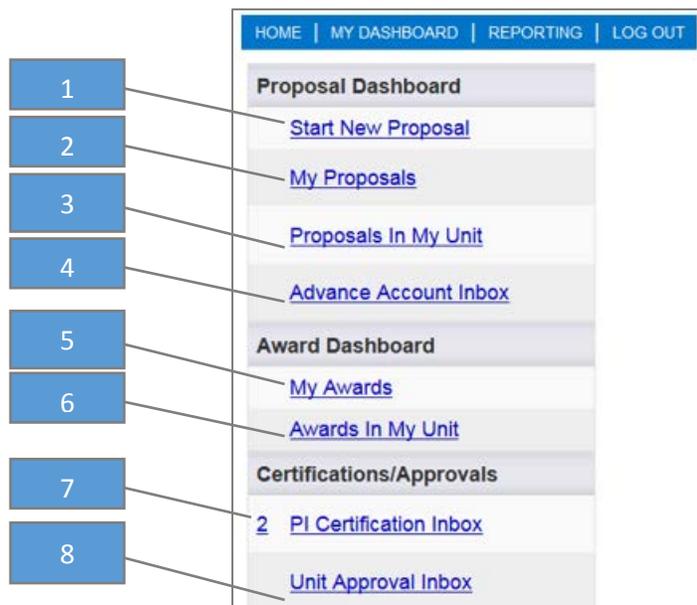
## Quick Start Guide for Department Contract & Grant Staff and Principal Investigators

### Getting Started

- Use Mozilla Firefox for best results
- Login to: <https://ucdavis.cayuse424.com> with your Kerberos ID and Password; Select Cayuse SP
- Help guides and other resources are available at: <http://spark.ucdavis.edu/training/>

### Quick Reference

1. Start a Proposal (PI/Dept admin)
2. Complete or view the status of a Proposal you started (PI/Dept admin)
3. View Proposals in your unit (requires appropriate access/permissions) (Dept admin)
4. View Advance Accounts requests for Proposals in your unit (Dept Chair and/or Dean)
5. View status of Awards and Subawards associated with Proposals you initiated (PI/Dept admin)
6. View status of Awards in your unit associated with Proposals initiated by someone else (Dept admin)
7. Certify/Sign a Proposal (PI)
8. Approve Proposals submitted from your unit (Dept Chair and/or Dean)



## Start a Proposal

1. Complete the General Information page
2. Once the General Information page is completed and saved, the following tabs will display. Complete each one. When all tabs are completed (each displays a green check mark), select Submit for Routing

Item List 17-0190

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- [Investigators/Research Team](#)
- [Budget](#)
- [Financial Conflicts of Interest in Research](#)
- [Regulatory Compliance](#)
- [Subrecipients](#)
- [Foreign Activity](#)
- [Special Interest](#)
- [Additional Questions](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Submit for Routing

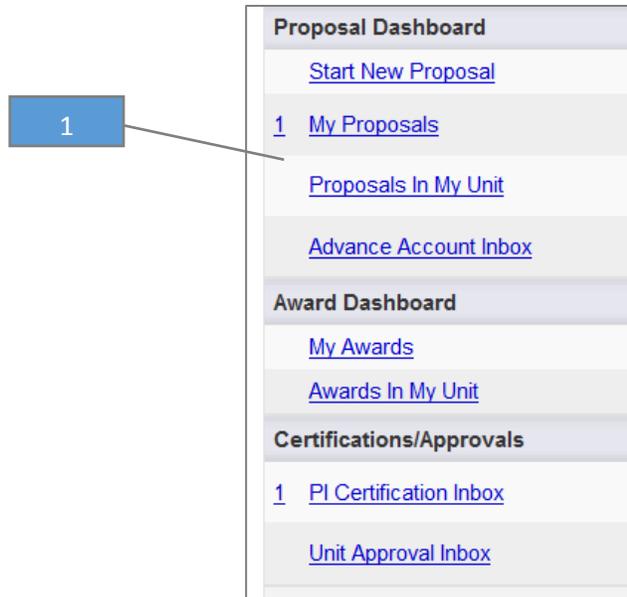
## View the Status of a Proposal

1. Select My Proposals or Proposal in My Unit
  - a. The status is listed to the far right

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Unit	Status	
Search x	Search x	Search x	Search x	Search	Search x	Search x	
	<a href="#">17-0190</a>		050117 Young NCI kmo-test	NIH National Cancer Institute (NCI)	Betty I Moore Nursing School	Unsubmitted	<a href="#">Copy</a>
	<a href="#">17-0188</a>		ATF - A18-0020-001- Tragetig RORgamma	Prostate Cancer Foundation	Betty I Moore Nursing School	Unsubmitted	<a href="#">Copy</a>
	<a href="#">17-0186</a>		ATF - Gabapentin for pain control after osmotic dialator insertion	Society of Family Planning	Betty I Moore Nursing School	Funded	<a href="#">Copy</a>
03/17/2017	<a href="#">17-0143</a>	Theresa Harvath	Family Caregiving Institute	Gordon and Betty Moore Foundation	Betty I Moore Nursing School	Proposal Approved	<a href="#">Copy</a>

## Request an Advance Accounts

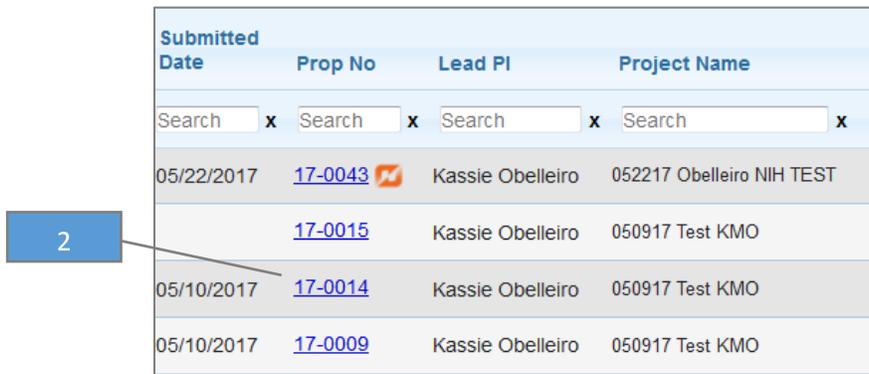
1. Find the associated Proposal through the My Proposals or Proposals in My Unit tab



The screenshot shows a navigation menu with the following items:

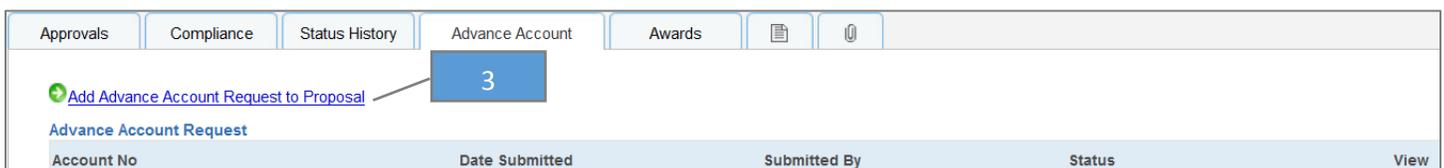
- Proposal Dashboard**
  - [Start New Proposal](#)
  - 1** [My Proposals](#)
  - [Proposals In My Unit](#)
  - [Advance Account Inbox](#)
- Award Dashboard**
  - [My Awards](#)
  - [Awards In My Unit](#)
- Certifications/Approvals**
  - 1** [PI Certification Inbox](#)
  - [Unit Approval Inbox](#)

2. Select the Proposal Number



Submitted Date	Prop No	Lead PI	Project Name
Search <input type="text"/> x			
05/22/2017	<a href="#">17-0043</a>	Kassie Obelleiro	052217 Obelleiro NIH TEST
	<a href="#">17-0015</a>	Kassie Obelleiro	050917 Test KMO
05/10/2017	<a href="#">17-0014</a>	Kassie Obelleiro	050917 Test KMO
05/10/2017	<a href="#">17-0009</a>	Kassie Obelleiro	050917 Test KMO

3. Go to the Add Advance Account tab and select Add Advance Account Request to Proposal



The screenshot shows a navigation bar with the following tabs: Approvals, Compliance, Status History, **Advance Account**, Awards, and a printer icon. Below the navigation bar, there is a link: [Add Advance Account Request to Proposal](#). A callout box labeled '3' points to this link. Below the link, there is a table with the following columns: Account No, Date Submitted, Submitted By, Status, and View.

## View the Status of an Award

1. From My Awards or Awards in My Unit, select the Proposal Number under the Awards tab

Awards										
Active Projects										
Inactive Projects										
Below is a list of obligated awards on which you are listed as a member of the Research Team.										
Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status
Search x	Search	Search	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x
<a href="#">A17-0007-005</a>	Grace test 1	Grace Liu	California State University Fresno	\$8,954,632.00	05/10/2017	05/31/2017	05/21/2019	Academic Assessment (068024)		Pending
<a href="#">A17-0007-001</a>	Grace test 1	Grace Liu	California State University Fresno	\$50,000.00	05/10/2017	05/31/2017	05/06/2020	Academic Assessment (068024)		Pending
View 1 - 2 of 2										

**Note:** This Search can be sorted by any column heading.

## View the Status of a Subaward

1. From My Awards or Awards in my Unit, select the Active Projects tab

Awards										
Active Projects										
Inactive Projects										
Below is a list of projects on which you are listed as a member of the Research Team.										
Project No.	Project Title	Lead PI	Sponsor	Project Amount	Project Begin Date	Project End Date	Admin Unit	Account Numbers	Status	
Search x	Search	Search	Search x	Search x	Search x	Search x	Search x	Search x	Search x	
<a href="#">A18-0020</a>	060117 Test KMO	Kassie Obelleiro	NIH National Database for Autism Research	\$0.00	07/01/2017	06/30/2018	Academic Assessment (068024)		Proposed	
<a href="#">A18-0013</a>	Test Kassie	Kassie Obelleiro	National Science Foundation (NSF)	\$4,658,750.00	05/01/2018	04/30/2019	Academic Assessment (068024)		Active	
View 1 - 2 of 2										

**Note:** This Search can be sorted by any column heading.

2. Select the Project Number associated with the Subaward

Awards										
Active Projects										
Inactive Projects										
Below is a list of projects on which you are listed as a member of the Research Team.										
Project No.	Project Title	Lead PI	Sponsor	Project Amount	Project Begin Date	Project End Date	Admin Unit	Account Numbers	Status	
Search x	Search	Search	Search x	Search x	Search x	Search x	Search x	Search x	Search x	
<a href="#">A18-0020</a>	060117 Test KMO	Kassie Obelleiro	NIH National Database for Autism Research	\$0.00	07/01/2017	06/30/2018	Academic Assessment (068024)		Proposed	
<a href="#">A18-0013</a>	Test Kassie	Kassie Obelleiro	National Science Foundation (NSF)	\$4,658,750.00	05/01/2018	04/30/2019	Academic Assessment (068024)		Active	
View 1 - 2 of 2										

3. Select the Subcontracts tab

**Project Administration**

Project No: **A18-0020 (Prime Acct: )**      Lead PI: **[Kassie Obelleiro](#)**      Project Dates: 7/01/2017 - 6/30/2018  
 Account Manager:      Total Anticipated: \$0.00  
 Project Title: 060117 Test KMO      Total Obligated : \$0.00

General   Awards   Budget Overview   Accounts   Personnel   Events   Proposals   **Subcontracts**      

\* Project Title: 060117 Test KMO      \* Project Status: **Proposed** 3

\* Admin Unit: Academic Assessment      Confidential:

\* PI: Kassie Obelleiro      Primary Administrative Contact:

\* Project Begin Date: 07/01/2017 [Clear](#)      \* Project End Date: 06/30/2018 [Clear](#)

\* Sponsor: NIH National Database for Autism Research      Prime Sponsor:

Cfda No:       Instrument Type: Grant

F&A Activity Type: OR - Organized Research (110)      Agency Program Designation:

External System ID:

4. Select the Subcontract Number

**Project Administration**

Project No: **A18-0020 (Prime Acct: )**      Lead PI: **[Kassie Obelleiro](#)**      Project Dates: 7/01/2017 - 6/30/2018  
 Account Manager:      Total Anticipated: \$0.00  
 Project Title: 060117 Test KMO      Total Obligated : \$0.00

General   Awards   Budget Overview   Accounts   Personnel   Events   Proposals   Subcontracts      

**Subcontracts for this project** [Add New Subcontract](#)

Subcontract No. ↓	Account No.	Admin Unit	Status	FFATA Report Required	Organization	Sent Date	Execution Date	Total Dist.
<a href="#">A18-0020-S001</a> 		Academic Assessment	Fully Executed	Yes	Agricultural Labor Relations Board	07/11/2017	07/19/2017	\$200,000.00

View 1 - 1 of 1      4      Page 1 of 1