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)
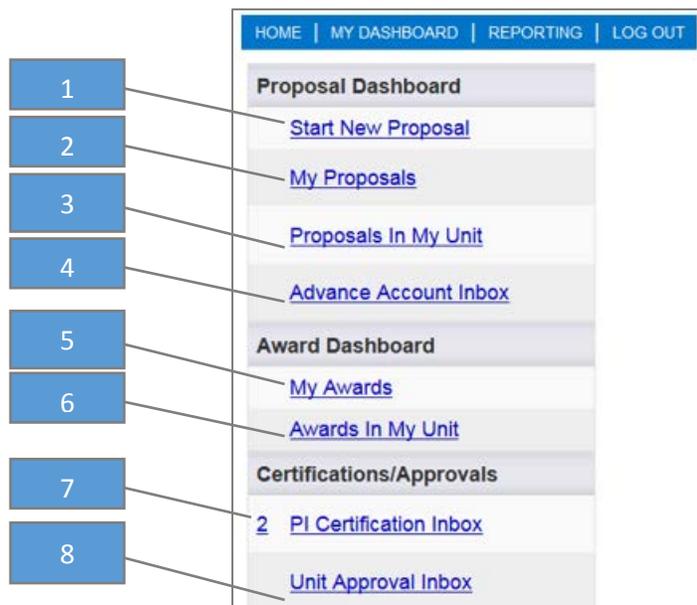
Start a Proposal

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
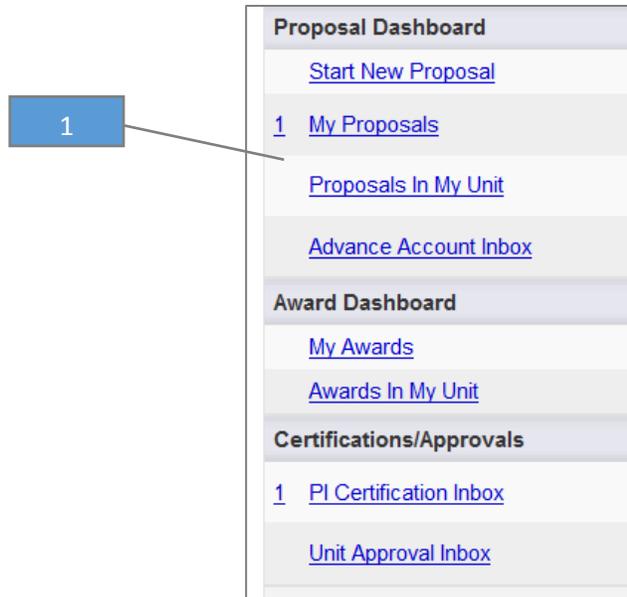

View the Status of a Proposal

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

Request an Advance Accounts

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

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
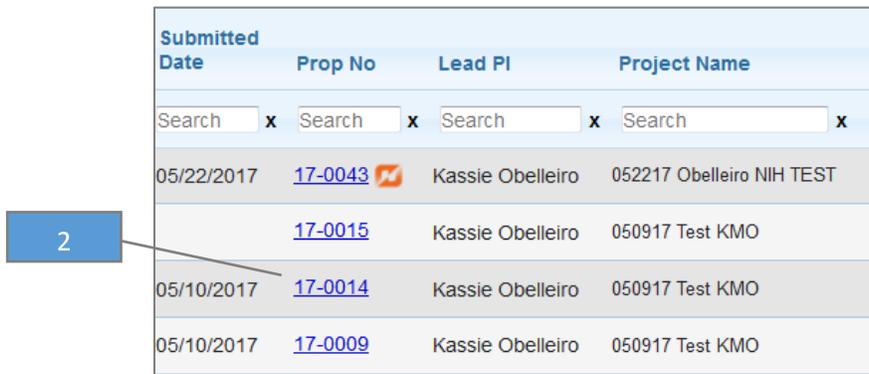
Submitted Date	Prop No	Lead PI	Project Name
Search x	Search x	Search x	Search x
05/22/2017	17-0043	Kassie Obelleiro	052217 Obelleiro NIH TEST
	17-0015	Kassie Obelleiro	050917 Test KMO
05/10/2017	17-0014	Kassie Obelleiro	050917 Test KMO
05/10/2017	17-0009	Kassie Obelleiro	050917 Test KMO

3. Go to the Add Advance Account tab and select Add Advance Account Request to Proposal
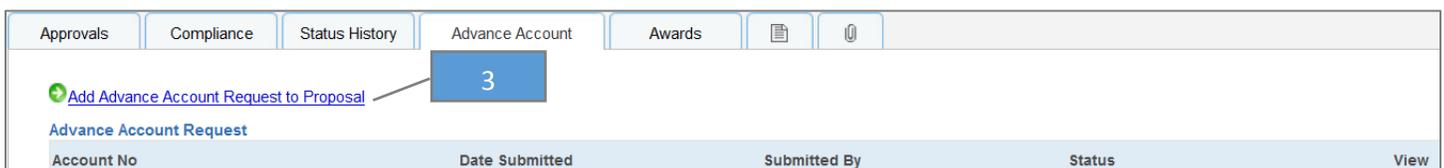
Approvals	Compliance	Status History	Advance Account	Awards	📄	📎

Add Advance Account Request to Proposal
Advance Account Request

Account No	Date Submitted	Submitted By	Status	View

View the Status of an Award

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

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
A17-0007-005	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
A17-0007-001	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

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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

Project No	Project Title	Lead PI	Sponsor	Project Amount	Project Begin Date	Project End Date	Admin Unit	Account Numbers	Status
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
A18-0020	060117 Test KMO	Kassie Obelleiro	NIH National Database for Autism Research	$0.00	07/01/2017	06/30/2018	Academic Assessment (068024)		Proposed
A18-0013	Test Kassie	Kassie Obelleiro	National Science Foundation (NSF)	$4,658,750.00	05/01/2018	04/30/2019	Academic Assessment (068024)		Active

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

2. Select the Project Number associated with the Subaward

Project No	Project Title	Lead PI	Sponsor	Project Amount	Project Begin Date	Project End Date	Admin Unit	Account Numbers	Status
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
A18-0020	060117 Test KMO	Kassie Obelleiro	NIH National Database for Autism Research	$0.00	07/01/2017	06/30/2018	Academic Assessment (068024)		Proposed
A18-0013	Test Kassie	Kassie Obelleiro	National Science Foundation (NSF)	$4,658,750.00	05/01/2018	04/30/2019	Academic Assessment (068024)		Active

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3. Select the Subcontracts tab

4. Select the Subcontract Number