

Best Practices

Pre-Award

- Start Early (if possible)
- Review Request for Proposals/Application or Broad Agency Announcements or Sponsors' Guidelines (for example: NSF's PAPPG or SF424 [R&R] Application Guide)
 - Due Date(s)?
 - Submission methods? Via email? Cayuse424? Fastlane? Research.gov? Sponsor-specific application portals?
 - Proposal Types: White Paper? Letter of Intent? Pre-proposal? Full proposal/application?
 - Period of Performance? Earliest Start date? Maximum project period?
 - Modular or Detailed budgets? Maximum and minimum budget amounts?
 - Sponsor-specific allowable and unallowable costs? Indirect/overhead costs limitation? Salary cap? Minimum effort?
 - Indirect costs calculation? MTDC? TDC? TC? Sponsor-specific exclusions?
 - Sub awards? Other Institutions of Higher Ed? UC campus? Non-profit organizations?
 - Cost-sharing/fund-matching? See College of L&S Policy on mandatory cost sharing.
 - Page limitation? Page margin? File-naming conventions? Page number location?
 - Proposal components required. For example: SF424, biographical sketches, Facilities and Other Resources, Data Management Plan, Data Sharing Plan, Budget Justification, Multiple PI Leadership Plan, etc.
 - Institutional compliance items? Human subjects? IACUC? Biosafety? Export Controls?
 - Institutional disclosures? Form 800? 700U? PHS eDisclosures?
 - Are there unusual sponsor-specific compliance policy? Intellectual property? Foreign national hiring? Security clearance?
 - Does the sponsor require an organizational commitment letter?

Post-Award

- SPO/PI receives award notification? If PI receives award notifications, departments to forward them to awards@ucdavis.edu referencing CAYUSE Proposal number (if applicable).
- If PI submits a proposal without SPO review and later receives an award, the award notification with the proposal must be submitted through CAYUSE SP as an "After-the-Fact" proposal type
- Review period of performance as it may be different from the dates during proposal submission.
- Does the sponsor allow 90-day pre-award costs?
- Indirect costs waivers?
- Advance account request?
- Review awards' terms and conditions.
 - Prior approval requirements? For example: Carryforward of unspent balance to next budget period, foreign travel, equipment purchase, etc.
 - Re-budgeting? At what percent is the PI permitted to re-budget without prior approval?
 - Progress report and financial reporting schedules?
 - Award close out? 90-days? 60-days? Sponsor-specify?
- CGA notify department of fund number assignments
- Account set up following department-specific org/account structure?
- Departments to check appropriations and monitor expenses (allowable, allocable, reasonable and consistent cost treatment; comply with strictest policies)
- Departments to check indirect costs calculations
- CGA to submit financial reports; PI to submit technical report and to submit invention/patent report to Office of Research-Close out team (or_spocloseout@ad3.ucdavis.edu)