Small, Fixed Price Contracts
Instructions for PI/Project Director to enter a Cayuse proposal record

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Small, fixed price contracts (SFP) are allowable when an agreement is in place between Chico State Enterprises and a PI/project director. For Chico State Enterprises to process a small, fixed price contract (75-7XXXX-00), a proposal record must be set up.

Please follow the steps below to set up a proposal record. Note: there are a few steps that are different than a standard Cayuse proposal set-up; these differences are indicated in red.

**Step 1: Create a new proposal record in Cayuse SP**

- Log into Cayuse using your Chico State credentials (single sign on) [https://csuchico.cayuse424.com/](https://csuchico.cayuse424.com/)
  
  From the landing page, click on **Cayuse SP**

On the Sponsored Project dashboard, click on **Start New Proposal**.
Complete each section of Cayuse SP to initiate a proposal record for your small, fixed price contract. **Only those fields that have a red * require a response.** Each section has instructions for completing the screen located at the top of the page; below are additional instructions for a SFP contract.

**Start New Proposal (General Information) screen:**

- **Sponsor:** click in this field and a window will open to search by any keyword in the sponsor’s name.
- **Admin Unit:** select the option for your department or center that has “Small Fixed Price” included in the unit name. (You can also search by entering any of these words: “Small fixed price”.)
- **Primary Administrative Contact:** Enter the PI name. (If you are entering the record on behalf of the PI, your name will appear as the Proposal Owner.)
- **Project Start and End Date:** enter begin and end date of contract.
- **Activity Code:** select Public Service
- **Proposal Type:** select Recurring contract or Fee for Service. (Note that if you are conducting research, your project would not fall under the small, fixed price contract range. Research projects must be routed and setup under their own project number.)
- **Instrument Type:** select Grant/Contract; and 75-7- Small fixed-price (non-routed)
- **Sponsor Deadline:** enter a date that is at least two weeks before the deadline, so there is time for Contracts to process.
Once you have completed and saved the “Start New Proposal” page, the remaining sections will appear in blue on the left side column (titled “Item List”), and your proposal number will appear at the top of the sections list. You will need to move through each section and save the information you’ve entered. Then continue to work your way down to the next section on the list.

As you complete each section, a green checkmark will appear. When you “Save” each screen, if there are any errors on the page the system will generate a message, in red, with the areas or fields that need to be completed before saving the section. A **green checkmark** will appear after you successfully complete each section; this green checkmark is required for you to complete a proposal record.

**If you want to leave a comment or question for CSE Contracts staff, you may do so in the Submission Notes section.**

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### Sponsor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor:</td>
<td>Eco-Analysis, Inc.</td>
</tr>
<tr>
<td>Funding Opportunity/Sponsor application No:</td>
<td>E1</td>
</tr>
<tr>
<td>Sponsor Program Name:</td>
<td></td>
</tr>
<tr>
<td>Proposal Guideline URL:</td>
<td></td>
</tr>
<tr>
<td>Prime Funding Agency:</td>
<td></td>
</tr>
</tbody>
</table>

### General Proposal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Unit:</td>
<td>Water Quality Control Lab - Smaller</td>
</tr>
<tr>
<td>Primary Administrative Contact:</td>
<td>Daniel Pickard</td>
</tr>
<tr>
<td>Proposal Owner:</td>
<td>Austin Richards</td>
</tr>
<tr>
<td>Project No:</td>
<td>A22-0010</td>
</tr>
<tr>
<td>Short Project Name:</td>
<td>QC-Dudek CA SYRAMP MCS BMI Algae 2021</td>
</tr>
<tr>
<td>Project Start Date:</td>
<td>08/15/2021</td>
</tr>
<tr>
<td>Project End Date:</td>
<td>05/15/2021</td>
</tr>
<tr>
<td>Activity Code:</td>
<td>01 - Public Service</td>
</tr>
</tbody>
</table>

### How will this proposal be submitted?

Select Submission Method: ...

### Affiliated Unit(s) (if applicable):

Click Here to Choose Affiliated Units

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Deadline:</td>
<td>08/01/2021</td>
</tr>
<tr>
<td>Time:</td>
<td>Eastern</td>
</tr>
<tr>
<td>Postmark:</td>
<td>Receipt</td>
</tr>
<tr>
<td>Title of Project:</td>
<td>QC-Dudek CA SYRAMP MCS BMI Algae 2021</td>
</tr>
</tbody>
</table>

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Water Quality Control Lab – Small Fixed Price
Investigators/Research Team section:

Complete this section by adding name(s) of the Lead PI and any co-PIs.

- **Last Name**: Select the PI designated for the Small Fixed Price account
- **Unit**: Ensure that the name of your program or center that has “Small Fixed Price” in the name.
- **Sponsored Effort %**: Enter 0.
- **Person Months**: Enter 0.
- **Allocation of Credit %**: Enter 100% for Lead PI.
- Click Save Personnel to complete your entry for this section.
Proposal Abstract or Summary:

- Provide brief description of the work to be performed.
- For question #2 (HERD Survey code), select the option from the list, “Not a research project”. (Note that if you are conducting research, your project would do not fall under the small, fixed price contract range. Research projects must be routed and setup under their own project number.)

Budget:

- **Overview**: Select “Summary” budget form.
- **# of Budget Periods**: enter number of years or budget periods (usually this is “1”). For Project Dates/Current Period, enter the dates for your project for Year 1 only.
- **F&A rate**: click into the field and enter your authorized small, fixed price agreement rate into the F&A Rate field at the bottom of the page.
- **Budget Categories**: enter the same dollar figure for both Sponsor Direct Costs, and for BASE for F&A Rate. The system will calculate the indirect dollars based on the Direct Costs and the rate you entered. An example of how to calculate direct cost:

  **Example 1**: Total contract cost is $10,000. Your approved F&A rate is 20%.
  Divide $10,000 by 1.2 = $8,333 (10000/1.2 = $8,333). Direct cost is $8,333.

  **Example 2**: Total contract cost is $6,500. Your approved F&A rate is 15%.
  Divide $6,500 by 1.15 = $5,652 (6500/1.15 = $5,652). Direct cost is $5,652.

  *Remember to enter the same figure in both Sponsor Direct Costs and Base for F&A rate.*

- **Non-Standard F&A**: select Yes for “Does the project carry a capped, adjusted, rate card or MOU rate?”. Click on the third box “MOU, rate card, or SFP rate...”. And enter the F&A rate in text field on the right.
Proposal Attachments:

Attach all related documents for your small, fixed price contract, including the agreement, exhibits, current rate card if applicable, and relevant emails. Select the “document type” for each; for example, Agreements & Exhibits.

- Note that the system will not accept a file name containing any of these characters: / & : * ? ' # < > % | +[]. If you get an error message, you’ll have to change the file name before uploading.
- If no agreements or drafts are in place at this stage, click on “No Attachments”.

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories

<table>
<thead>
<tr>
<th>SPONSOR DIRECT COSTS</th>
<th>Current Period</th>
<th>Entire Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$8,333</td>
<td>$8,333</td>
</tr>
<tr>
<td>BASE for F&amp;A Rate (1)</td>
<td>$8,333</td>
<td>$8,333</td>
</tr>
<tr>
<td>BASE for F&amp;A Rate (2)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>BASE for F&amp;A Rate (3)</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

| INDIRECT COSTS (F&A)| $1,667         | $1,667         |
|                     | $0             | $0             |

| TOTAL SPONSOR PROPOSED COSTS | $10,000 | $10,000 |
| Internal Cost Sharing   | $0       | $0       |
| Third-Party Cost Sharing| $0       | $0       |

| TOTAL PROJECT COSTS: | $10,000 | $10,000 |

Non-Standard F&A

* Does the project carry a capped, adjusted, rate card or MOU rate?
  - Yes
  - No

If yes, please specify below:

- Sponsor capped rate. F&A rate is capped or limited by sponsor.
- 20% - SEP contract.
- MOU or rate card rate. F&A rate is determined by an active MOU or rate card.
For the following sections of Cayuse, please click into each, review each question, and if applicable, select Yes. Otherwise, select No. Remember that only questions with a red * require a response.

- **Subawards**
- **Sponsor-Specific Compliance (Conflict of Interest/RCR/PSA)**
- **Reg Compliance**
- **Export Control**
- **Intellectual Property**
- **Additional Proposal Information**
  - Questions 5 & 6: If your project had an impact or focus as described, please make this selection. Note that the selections for the two questions are the same; question 5 is for your project’s primary impact, and question 6 is for additional impacts.

**Location of Sponsored Activities:**

If all activities for the contracted work take place on campus or at a CSE property (e.g. 25 or 35 Main St.), locate the room or suite number and select it as 100% of the work. If activities take place off campus or on a non-CSE property, choose the appropriate location (In-State County, Out of State, Out of Country Location) and select the percentage of the work that will take place there.

**Submission Notes:** If you want to leave a comment or question for CSE Contracts staff, you may do so in the Submission Notes section.

To proceed, ensure that there are green checkmarks for each section you have completed.

**Step 2: Submit for Routing**

Because this is a small, fixed price contract: you will initiate an abbreviated version of CSE’s proposal routing process, as follows. The abbreviated version of the routing will result in an email to you as the PI, and to CSE Contracts staff. As PI, you will need to certify or approve the proposal, and the Contracts staff will authorize it.
1. Click on: **Approving Units (Sponsored Programs ONLY)**

2. Ensure that the List of Approving Units, only contains your admin unit, with “Small Fixed Price” in the name.

3. Click on “Authorize Unit Listing”.

4. Click on “Submit for Routing” on left side of screen.

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On the Submission Confirmation screen, select “Yes” to begin routing.

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**Step 3: Certify your proposal record**

The PI will receive an email requesting that you certify or approve the proposal. If you are the PI and initiated the proposal record, you are able to certify it immediately within Cayuse. We encourage that you do so.
TO CERTIFY IMMEDIATELY:

From the “Approving Units” screen, on the left hand side, at the bottom of the item list, click “Certify Proposal”.

Click Submit Certification to acknowledge the certification statement. The Comments field is another opportunity for you to leave information for CSE Contracts staff.
TO CERTIFY LATER:

If you want to certify later, follow these instructions. Or if you’ve created the proposal record on behalf of the PI, please contact the PI to alert them that they need to respond the email they’ll receive to certify the proposal.

1. From the Request for Certification email, click into Cayuse. On the Cayuse Research Suite page, click on Cayuse SP.

2. From the Dashboard page, click on PI Certification Inbox. Then click on the proposal number link. View the proposal record/IPF one of two ways:
   a. Click on the pdf icon located next to the Proposal number at the top of the screen.
   b. Click on “View IPF”, and click through each screen.

3. To Certify, click “Certify Proposal”. Then click “Submit Certification”.

Step 4: CSE Contracts Proposal Approval and Contract Processing

Proposal Review and Approval

Once CSE Contracts staff has received the email request to authorized the proposal, a CSE Contracts Officer will review the submitted proposal information. The Contracts Officer will send back any feedback (i.e., changes to the proposal) that need to be made before Contracts accepts the proposal. Note: Contracts will make changes as necessary before the proposal is approved.

When Authorizing the proposal, Contracts will add the comment that the Proposal has been reviewed and the contract is in process.

Contract Processing

The Contract will be given a contract tracking number that is the same as the proposal number assigned by Cayuse.

If a contract is required to be drafted, the CSE Contracts Officer will work with the PI to draft the contract and work with the client on the review and signature process.

If Contract is already signed by the client, the CSE Contracts Officer will review and process the contract for signature and return a fully executed contract to the PI, client, and analyst.

Fixed Price Project Setup

Once the contract has obtained all necessary signatures, CSE will assign a pre-existing Cayuse project number to the proposal. This Cayuse Project number is for referencing in Cayuse only. The PI’s small, fixed price account (75-7XXXX-00) for invoicing remains the same in OneSolution.
Step 5: Invoicing

Once the contract has been executed and the work has been completed, PI will contact their grants/contracts analyst managing their small, fixed price contract account (75-7XXXX-00 in OneSolution) to invoice against the contract.