

## Small Fixed Price, Enterprise Account and SAP INDIVIDUAL Contracts Instructions for PI/Project Director to enter a Cayuse proposal record

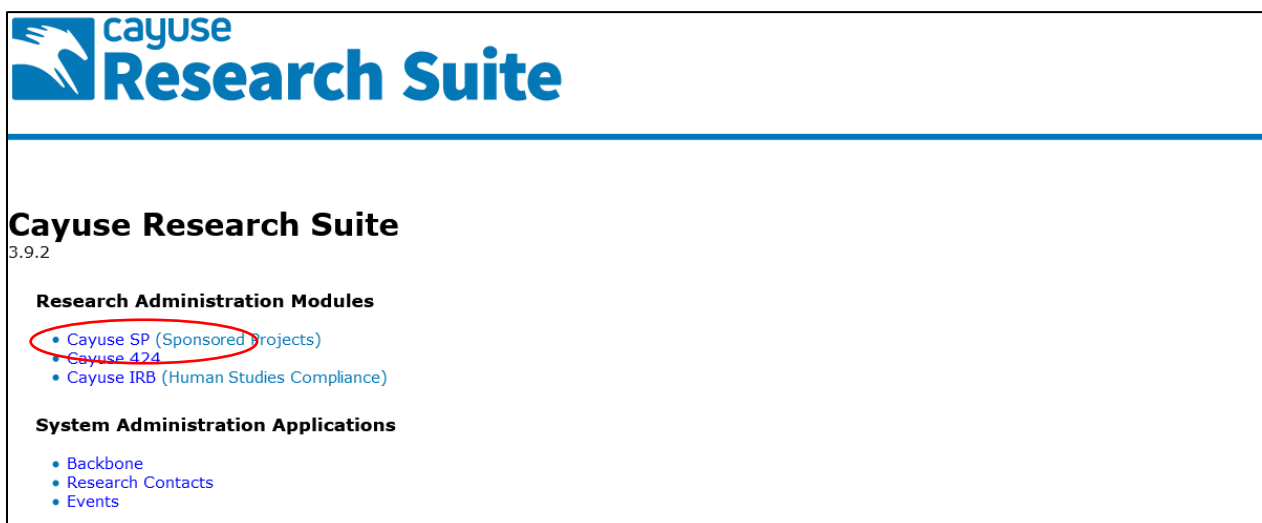
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Small, fixed price contracts (SFP) are allowable when an agreement is in place between Chico State Enterprises and a PI/project director. Enterprise accounts and SAP Individual contracts are also allowable per an agreement with CSE. For CSE to process these contracts for your project, 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/>  
From the landing page, click on **Cayuse SP**



**cayuse**  
**Research Suite**

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**Cayuse Research Suite**  
3.9.2

**Research Administration Modules**

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

**System Administration Applications**

- Backbone
- Research Contacts
- Events

- On the Sponsored Project dashboard, click on **Start New Proposal**.

The screenshot shows the Cayuse SP dashboard interface. On the left sidebar, under the 'Proposal Dashboard' section, the 'Start New Proposal' link is highlighted with a red circle. Below it are links for 'My Proposals', 'Proposals In My Unit', and 'Pre-Award Spending (SSU) Inbox'. Further down are sections for 'Award Dashboard' (My Awards, Awards In My Unit) and 'Certifications/Approvals' (PI Certification Inbox, Unit Approval Inbox). The main content area is titled 'Welcome to Sponsored Projects' and contains a welcome message from the Chico State Enterprises Office of Proposal Development and Award Services. It provides instructions on how to use the Proposal, Award, and Certifications/Approvals dashboards, and includes sections for Administrative Support and Technical Support.

Complete each section of Cayuse SP to create a proposal record. **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 SFP, enterprise accounts, and SAP Individual contracts.

**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. If a sponsor is not listed in the database, please contact [Julie Jessen](#) to have it added.
  - **SAP Individual contracts:** Sponsor is the name of the individual entity that is the contract holder.
- **Admin Unit:** select the option for your department or center that has the identifier **“Small fixed-price”, “Enterprise account”, or “SAP Individual”** included in the Unit name. (You can also search by entering any of the words in these identifiers.)
- **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:**
  - Small, fixed-price or SAP Individual: select Public Service
    - **EXCEPTION:** For Capstone projects, select Applied Research
  - Enterprise account: select Independent Operations
- **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, enterprise account or SAP Individual contract ranges. Research projects must be routed and setup under their own project number.)
- **Instrument Type:** select Grant/Contract
- **Instrument Type submenu:**
  - Small, fixed-price: select 75-7- Small fixed-price
  - Enterprise account: select 70-Sponsored Program Agency
  - SAP Individual: select funder type as appropriate

- **Sponsor Deadline:** enter a date that is at least two weeks before the deadline, so there is time for Contracts to process.

Water Quality Control Lab – Small Fixed Price

\* Indicates Required Fields

**Sponsor Information**

\* Sponsor:

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

**General Proposal Information**

\* Admin Unit:

\* Primary Administrative Contact:

Proposal Owner: Austin Richards

Project No: [A22-0010](#)

\* Short Project Name:  (internal reference name)

\* Project Start Date:  [Clear](#)

\* Project End Date:  [Clear](#)

\* Activity Code: [Click Here to Choose Activity Code](#)  
03 - Public Service

\* Proposal Type:

\* Instrument Type:   
Select One:

How will this proposal be submitted?  
Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

\* Sponsor Deadline:  [Clear](#) Time:

Postmark:  Receipt:

\* Title of Project:

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.**

The screenshot shows the Cayuse SP web interface. On the left, the 'Item List' for proposal '22-0015' is visible, with a red circle highlighting the list. The main content area is titled '>> General Information'. It contains instructions for completing the proposal and a form for 'Sponsor Information' and 'General Proposal Information'.

**Item List:**

- 22-0015
- General Information >>
- Investigators/Research Team
- Proposal Abstract or Summary
- Budget Overview
- Proposal Attachments
- Subawards
- Sponsor-Specific Compliance (Conflict of Interest/RCR/PSA)
- Regulatory Compliance
- Export Control
- Intellectual Property
- Additional Proposal Information
- Location of Sponsored Activities
- Submission Notes
- Approving Units (Sponsored Programs ONLY)

**General Information:**

Please complete each section of Cayuse SP to initiate a proposal. Once you have saved the "Start New Proposal" page, the remaining sections will appear in blue on the section, you will need to save the page and click on the next section from the list. As you complete each section, a green checkmark may appear, but is not necessary to have.

"Small, fixed-price" contracts - If this proposal record is for a small fixed-price contract ("75-7XXXX-00"), please read [small, fixed price contracts](#) for instructions about setting department or center that has "Small Fixed Price" included in the unit name.

**INSTRUCTIONS:**

Please complete all applicable items on this page to the best of your knowledge and click save. Your Development Specialist will confirm all items in the proposal record.

To begin, review [PI Acknowledgements](#).

- Sponsor:** click into the field and search by name. NOTE: search by any word in the sponsor name (ex: "Science" to search for National Science Foundation). If a sponsor view a list.)
- Sponsor Program Name:** enter if applicable (ex: R01; HSI; CAREER; IES; AREA; etc.)
- Prime Funding Agency:** select from list only when Chico is a subawardee and another entity is prime applicant. The prime applicant is the Sponsor, and the entity who
- Admin Unit:** the lead P/ID department or center. If your proposal is a small fixed-price contract ("58000"): under Admin Unit below, select the option for your department
- Primary Admin Contact:** either the PI/ID or the person managing your grant application process.
- Short Project Name:** your project acronym or very shortened title
- Activity Code, Proposal Type, Instrument Type:** [click for definitions](#)
- Affiliated Unit:** if applicable, enter Special Campus Services Agreement unit, and/or Office of International Education and Global Engagement, if project includes int'l work
- Sponsor Deadline:** indicate date and time of proposal deadline. If there is no specific date, enter your target date to complete your proposal. Select "Receipt" unless project is a
- Paired Proposals:** please do not check either of these options.

\* Indicates Required Fields

**Sponsor Information**

\* Sponsor: (i)  🔍

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:  🔍

**General Proposal Information**

\* Admin Unit

\* Primary Administrative Contact:  🔍


Proposal Owner: Austin Richards

### 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 the identifier, **"Small fixed-price", "Enterprise account", or "SAP Individual" in the name.**
- **Role:** Select Lead Principal Investigator
- **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.

**Add Personnel Information**

\* Last Name:  

\* First Name:

Phone:

Email:

\* Person Months:

\* Unit:

\* Role:

\* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

**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 typically would not fall under the small, fixed price contract range. Research projects must be routed and setup under their own project number.)
  - **EXCEPTION:** For Capstone projects, select HERD Survey code: Industrial and Manufacturing Engineering

**Budget Overview:**

- **Budget Form:** 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.
- **Cost Sharing:** Select No
- **F&A rate:** click into the field and enter your authorized small, fixed price, enterprise account, or SAP Individual 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, MOU or other rate?”. Click on the third box “MOU, rate card, SFP or other rate...” And enter the F&A rate in text field on the right.

**F&A Rates**

	Current Period	Entire Project
F&A Rate (1):	20.000 %	20.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
<b>Use calculated values:</b> <input checked="" type="checkbox"/>	<b>* Effective Rate:</b> 20.005 %      20.005 %	

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

**Budget Categories**

	Current Period	Entire Project
<b>SPONSOR DIRECT COSTS:</b>	\$ 8,333	\$ 8,333
BASE for F&A Rate (1):	\$ 8,333	\$ 8,333
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
<b>Use calculated values:</b> <input checked="" type="checkbox"/>	<b>INDIRECT COSTS (F&amp;A):</b> \$1,667      \$1,667	
	FEE: \$ 0	\$ 0
<b>Use calculated values:</b> <input checked="" type="checkbox"/>	<b>TOTAL SPONSOR PROPOSED COSTS:</b> \$10,000      \$10,000	
	Internal Cost Sharing: \$0	\$0
	Third-Party Cost Sharing: \$0	\$0
	<b>TOTAL PROJECT COSTS:</b> \$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:

\* Please check all that apply.

- Sponsor capped rate. F&A rate is capped or limited by sponsor. This rate is (include if base is MTDC, TDC S+W, etc):
- CEO adjusted rate. F&A rate is adjusted and approved by CSE CEO. This rate is (include if base is MTDC, TDC, S+W, etc.):
- MOU or rate card rate. F&A rate is determined by an active MOU or rate card. This rate is:

\* Please provide: (1) source of capped, adjusted, active MOU or rate card rate, and/or (2) adjustment approval email in Proposal Attachments if applicable.

20% - SFP contract.

**Proposal Attachments:**

Attach all related documents for your small, fixed price, enterprise account, or SAP Individual 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".

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

- If your sponsor is a foreign entity, you only answer “Yes” to question 2c if the country is listed on the OFAC list link.

#### Intellectual Property

#### Additional Proposal Information

- Question 1: Answer Yes only if the project will be paying Chico State employees. Answer No if staff involved are employed by Chico State Enterprises. (SAP: since you have Chico State employed staff paid through the contracts, answer the question Yes only.)
- Question 3: If the sponsor is foreign, select Yes to this question.
- 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 takes 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, enterprise, or SAP Individual 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”, “Enterprise Account” or “SAP Individual” in the name.
3. Click on “Authorize Unit Listing”.
4. Click on “Submit for Routing” on left side of screen.

Item List 21-0069

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

- General Information
- Investigators/Research Team
- Proposal Abstract or Summary
- Budget Overview
- Proposal Attachments
- Subawards
- Sponsor-Specific Compliance (Conflict of Interest/RCR/PSA)
- Regulatory Compliance
- Export Control
- Intellectual Property
- Additional Proposal Information
- Location of Sponsored Activities
- Submission Notes
- Approving Units (Sponsored Programs ONLY)**

Administer Proposal

Submit for Routing

>> Approving Units (Sponsored Programs ONLY)

**Attention: Please do not take any action on this section, unless yours is a small, fixed price contract.** Your Development Specialist will ensure all required approving units on this screen and will initiate the proposal record for routing.

**Instructions for small, fixed price contracts**

1. Ensure that “List of Approving Units” below lists only one approver: CSE Contracts. If this is not the case, please return to the “General Information” section and change to the option for your department or center that has “Small Fixed Price” included in the name.

The units listed below will be notified to review and authorize this proposal record. Once all required approvals are received, the Development Specialist will change proposal status to “Routing approved”, authorizing the submission of this proposal on behalf of the University.

Add Approving Unit

Unit:  Add Unit

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order	Unit Code	Unit	Role(s)
1	D00247S	Big Chico Creek Ecological Res - Small Fixed Price	Admin Unit, Lead Principal Investigator

Authorize Unit Listing

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

>>Submission Confirmation

**Are you sure you wish to submit this Proposal Record?**

Clicking YES will do four things:

1. The Proposal Record will be locked and can no longer be edited (except by CSE staff);
2. The Proposal Record will be routed to all affiliated units for review and approval; should any of these units reject the Proposal Record, the PI(s) and Proposal Owner (Development Specialist) will be notified by email of the rejection and for what reason(s);
3. The PI(s) will be notified by email that they must certify the Proposal Record in Cayuse SP; and
4. Once all affiliated units have approved the Proposal Record, the PI(s) and the Development Specialist will receive an email indicating that it was successfully routed. The PI(s) will continue to work with the Development Specialist to submit the proposal to the funder.

Throughout these steps the PI(s) and the Development Specialist and any other contributing members (such as Chairs, Deans, and campus administrators) listed on the Proposal Record will be able to track its review and approval status in Cayuse SP.

Yes No

### 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”.

**My Dashboard**   Reporting   More

Item List   21-0069

>> **Approving Units (Sponsored Programs ONLY)**

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

- General Information
- Investigators/Research Team
- Proposal Abstract or Summary
- Budget Overview
- Proposal Attachments
- Subawards
- Sponsor-Specific Compliance (Conflict of Interest/RCR/PSA)
- Regulatory Compliance
- Export Control
- Intellectual Property
- Additional Proposal Information
- Location of Sponsored Activities
- Submission Notes
- Approving Units (Sponsored Programs ONLY) >>**

View Routing Status

**Certify Proposal**

**Attention: Please do not take any action on this section, unless yours is a small, fixed price contract.** Your Development Specialist will ensure all required approval on this screen and will initiate the proposal record for routing.

**Instructions for small, fixed price contracts**

1. Ensure that "List of Approving Units" below lists only one approver: CSE Contracts. If this is not the case, please return to the "General Information" section and click on the option for your department or center that has "Small Fixed Price" included in the name.

The units listed below will be notified to review and authorize this proposal record. Once all required approvals are received, the Development Specialist will change proposal status to "Routing approved", authorizing the submission of this proposal on behalf of the University.

**Add Approving Unit**

Unit:

**List of Approving Units: (to edit the information, remove first, then add back)**

Routing Order <sup>i</sup>	Unit Code	Unit	Role(s)
1	D00247S	Big Chico Creek Ecological Res - Small Fixed Price	Admin Unit, Lead Principal Investigator

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

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject Chico State Enterprises and the investigators to criminal, civil or administrative penalties.
- I have the responsibility for the [scientific, fiscal and ethical conduct](#) of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- The proposed project meets funder requirements, cost share has been obtained or will be secured prior to any project expenditures, and any budgeted amounts are available.
- If this is an NIH application, I will comply with the [NIH Policy on Public Access](#).
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest.
- I am not debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule and will notify Chico State Enterprises if I am.
- I confirm that all project personnel are legally authorized to work for any U.S. employer including Chico State Enterprises (CSE).

Please enter any comments you might have regarding this proposal.

**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 authorize 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), enterprise account, or SAP Individual account for invoicing remains the same in Finance Enterprise.

### **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), enterprise account or SAP Individual account to invoice against the contract.