

## Electronic Systems

**Below are the major web-based applications used for proposal submission and research administration at UCSF.**

### UCSF Proposal Submission, Reserch Administration and Tracking Systems

- **eProposal:** eProposal is UCSF's end-to-end system to support the full lifecycle of the pre-award process. It supports proposal creation including budget, approval form, and Grants.gov forms where applicable. It includes online routing & approval to PIs and Chairs. An overview of eProposal is available [here](#). Available via single sign-on at MyAccess. UCSF faculty require no additional configuration, OSR/ITA staff should contact their Team Manager who will contact [Proposal.Support@ucsf.edu](mailto:Proposal.Support@ucsf.edu) and request setup, Post Award Analysts/other department administrator access, contact your Department Access Administrator and ask them to contact [Proposal.support@ucsf.edu](mailto:Proposal.support@ucsf.edu).
- **Cayuse:** Replaced by the University's end-to-end system (eProposal), Cayuse was the former web-based system-to-system (S2S) vendor for submission of applications to the federal portal, Grants.gov.
- **Proposal Express/PeopleSoft:** Available via single sign-on at MyAccess.com. For access, contact your Department Control Point.
- **CACTAS** (Centralized Agreement Contact Tracking and Approval System): Agreement management tool used for sponsored research agreements and Professional Service Agreements (PSA). Departments can view the status of their awards in CACTAS, available via single sign-on at MyAccess.com. UCSF faculty and staff may request CACTAS access by submitting an IT Service Now ticket. [Click here](#) for a job aid demonstrating how to request CACTAS access.

Go [here](#) for training opportunities for eProposal and CACTAS.

### Federal Application Portal

- **Grants.gov:** The majority of federal applications are prepared in eProposal which routes them through Grants.gov before being retrieved by individual federal research administration systems. Application forms and submission to certain federal agencies may not be supported by the University's end-to-end system (eProposal). If this is the case, you will receive a message saying "The funding opportunity uses forms that are not available in iRIS" when selecting the funding opportunity in eProposal. Non-supported opportunities may be downloaded as Adobe packages directly from Grants.gov, completed in collaboration with your RSC/Associate, routed for approval

and submitted directly to Grants.gov by a UCSF institutional official.

## Federal Research Administration Systems

The following systems are used for administrative activities by a sponsor prior to making an award and for post-award actions.

- *eRA Commons*:  
eRA systems provide applicants, grantees and federal staff the tools necessary for electronic processing of grants, fellowships and cooperative agreements.

The eRA Commons and IMPAC II systems support the full grants life cycle from receipt to award to closeout for NIH awards.

eRA Commons and IMPAC II also supports the application and award process for AHRQ, CDC, FDA, SAMHSA and the VA.

In order to submit an application to the NIH, AHRQ, CDC, FDA, SAMHSA or VA, an active eRA Commons ID affiliated with UCSF is required. To have a new username assigned or an existing username affiliated to UCSF, please contact your RSC or your department's RMS Team Manager. **Click here** for a tutorial on how to complete mandatory updates to your personal profile for new and recently affiliated users.

Note: UCSF staff accounts (Administrative Assistant (ASST)) are also available for those involved with assisting proposal submission and/or xTrain.

- *Electronic Biomedical Research Application Portal (eBRAP)*: is the eReceipt System that supports the application submission process for the following Department of Defense (DoD) programs: Congressional District Medical Research Program (CDMRP), US Army Medical Research and Materiel Command (USAMRMC), US Army Medical Research Acquisition Activity (USAMRAA), and the Defense Health Program (DHP). Coordinate access with your RSC or RMS Team Manager.
- *HRSA Electronic Handbook (EHB)*: is the single access point for all HRSA grant and non-grant programs for grant submission and administration. Coordinate access with your RSC or RMS Team Manager.
- *NSF FastLane and Research.gov* (National Science Foundation): FastLane supports application submission and award notifications and requests processes. Project reporting and financial management are supported in Research.gov. Coordinate access with your RSC or RMS Team Manager. Effective January 26, 2015, NSF will update the automated Proposal compliance checks for full proposals on FastLane and Research.gov. Click for a full listing of Automated Proposal Compliance Checks for Full Proposals Effective January 26, 2015.

## Federal Tracking System

The following system is a third-party registration assistance service used to register and track the status of federal contractors.

- SAM.gov: The *System for Award Management* (SAM) is the Official U.S. Government system that consolidates the capabilities of the Central Contractor Registry (CCR/FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Note: EPLS does not require a login. As the office of record for UCSF federal awards, the Controller's Office and the Office of Sponsored Research maintain the University's registration in SAM, including CCR and ORCA.
  - SAM: How to Determine UCSF's SAM Registration & Expiration Date

## Private Non-Profit Research Administration Systems

*For access to the below systems, please coordinate with your RSC or RMS Team Manager.*

- *American Academy of Pediatrics*
- *American College of Surgeons*
- *American Diabetes Association*
- *American Heart Association*
- *March of Dimes*
- *proposalCENTRAL*: Web-based grant management service for proposal submission and review. UCSF is registered with proposalCENTRAL under ***The Regents of the University of California, San Francisco (Contracts & Grants)***, please select this name when preparing your application.

Some of the Sponsors that use this site include American Cancer Society, American Lung Association, the Arthritis Foundation, Burroughs Wellcome Fund, Juvenile Diabetes Research Foundation (JDRF), Susan G. Komen Foundation, Leukemia & Lymphoma Society, and the UCOP California Breast Cancer Research Program, Tobacco-Related Disease Research Program, and University-wide AIDS Research Program. See the website for a comprehensive list of sponsors and funding opportunities.

### Notes:

- If you are unable to identify or locate the names of Institutional Officials, please contact your RSC.
- If UCSF is not a registered institution on a sponsor's website, contact OSRinfo.

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**Source URL:** <https://osr.ucsf.edu/electronic-systems>