

## FORMS - OFFICE OF RESEARCH ADMINISTRATION

### C

Cayuse – 10 Quick Steps  
Cost Share Instructions and Form  
Cost Share Worksheet  
Cost Transfer Form and Instructions

### E

Effort Tool 1  
Effort Tool 2  
Effort Tool 3

### G

A Guide for Subawards

### I

Invoice Template  
ORA Invoice Process Chart  
RACE Invoice Process Chart

### L

Letter of Intent  
Letter of Responsibility

### P

PAF Certification (P-Cert)  
O-Cert for OSD's  
Principal Investigator Approval Form  
Professional Service Agreement  
Proposal Budget Form (PBF)

### S

Salary Adjustment Spreadsheet  
Salary Cap Calculator  
Salary Cap Cost Share Worksheet  
Salary Distribution Training Program  
Subaward Request Form under a  
Sponsored Program  
Subaward Determination Guidelines  
Subrecipient Commitment Form  
Subrecipient Welcome Letter  
Subrecipient or Contractor  
Determination Form

### U

University Prior Approval System (UPAS)