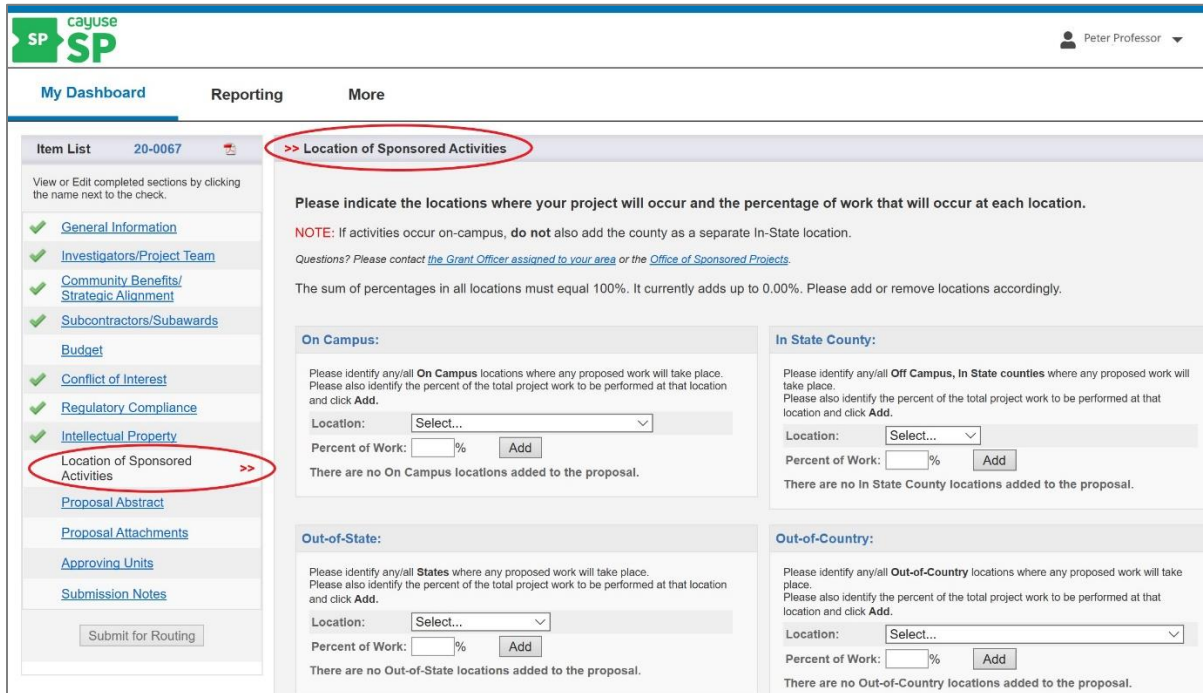


Location of Sponsored Activities

The **Location of Sponsored Activities** section identifies the location where your sponsored project activities will occur and the percentage of work that will occur at each location.



The screenshot shows the Cayuse SP interface. In the left sidebar, the 'Location of Sponsored Activities' link is circled in red. The main content area is titled '>> Location of Sponsored Activities' and contains the following text:

Please indicate the locations where your project will occur and the percentage of work that will occur at each location.

NOTE: If activities occur on-campus, **do not** also add the county as a separate In-State location.

Questions? Please contact the [Grant Officer assigned to your area](#) or the [Office of Sponsored Projects](#).

The sum of percentages in all locations must equal 100%. It currently adds up to 0.00%. Please add or remove locations accordingly.

On Campus: Please identify any/all **On Campus** locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.
 Location:
 Percent of Work: %
 There are no On Campus locations added to the proposal.

In State County: Please identify any/all **Off Campus, In State** counties where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.
 Location:
 Percent of Work: %
 There are no In State County locations added to the proposal.

Out-of-State: Please identify any/all **States** where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.
 Location:
 Percent of Work: %
 There are no Out-of-State locations added to the proposal.

Out-of-Country: Please identify any/all **Out-of-Country** locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.
 Location:
 Percent of Work: %
 There are no Out-of-Country locations added to the proposal.

The location relates to project activities that will be conducted by SLCC. The location of project activities may be identified by SLCC campus locations, Counties in the State of Utah, other States in the United States, or other Countries.

The percentage of work is an estimate of project activities that will occur at each location.

Virtual and on-line project activities should be recorded as on-campus activities at the primary campus location of the Lead-PI.

Subaward project location(s) should be recorded only for activities performed by SLCC and not for activities performed by another awardee.

The information provided in this section is important and relevant information for the College. Depending on the solicitation requirements, this information may or may not be included in the application submitted to the sponsor.

On-Campus Locations

For On Campus locations, identify each campus location where meaningful work on the project will take place. Click the Location field to view a drop-down list of SLCC campus locations. Select the campus location from the list.

The screenshot shows a form with four sections: On Campus, In State County, Out-of-State, and Out-of-Country. The On Campus section is active, with a dropdown menu open for the Location field. The dropdown list includes: Select..., Aerospace/Aviation Education Center, Community Writing Center, Herriman Annex, Jordan Campus, Library Square Center, Meadowbrook Campus, Miller Campus, South City Campus, Taylorsville-Redwood Campus (circled in red), West Valley Center, and Westpointe Campus. The Percent of Work field is empty, and the Add button is visible.

Next, identify the percent of work to be performed at this location. Click inside the Percent of Work field and enter the amount, then click Add.

The screenshot shows the On Campus section with the Location dropdown set to "Taylorsville-Redwood Campus". The Percent of Work field now contains "75" and the Add button is circled in red. The text below the form reads: "There are no On Campus locations added to the proposal."

The newly entered location and percent of work performed at that location will be listed.

The screenshot shows the On Campus section with the Location dropdown set to "Select...". Below the form, a table lists the added location and its percentage of work. The table is circled in red.

Location	Percent Work	
Taylorsville-Redwood Campus	75.00%	Remove

Follow this pattern for all remaining On Campus locations. To remove a location, select the blue Remove hyperlink.

In State County Locations

To add an off-campus location within the State of Utah where meaningful work on the project will be performed, select the county in which the work will be performed. Click the Location field to view a drop-down list of the 29 counties in the State of Utah. Select the location from the list.

In State County: Select...

Please identify any/all Off Campus, In State counties where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location: **Davis**

Percent of Work: 15%

There are no In State County locations added to the proposal.

Out-of-Country:

Please identify any/all Off Campus, Out-of-Country locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work:

There are no Out-of-Country locations added to the proposal.

Next, identify the percent of work to be performed at this location. Click inside the Percent of Work field and enter the amount, then click Add.

In State County:

Please identify any/all **Off Campus, In State** counties where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location: Davis

Percent of Work: 15% **Add**

There are no In State County locations added to the proposal.

The newly entered location and percent of work performed at that location will be listed.

In State County:

Please identify any/all **Off Campus, In State counties** where any proposed work will take place.
Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work: %

County Location	Percent Work	
Davis	15.00%	Remove

For example, if a portion of the project SLCC performs will take place at a location in Kaysville, Utah, select Davis County. If a portion of the project SLCC performs will take place at a location in Salt Lake City, Utah, select Salt Lake County.

Do not select Salt Lake County for project activities that will take place at SLCC campus locations. These project activity locations need to be identified only once as an On Campus location.

This section only records the location and percent of work SLCC performs on a project. If SLCC subawards a portion of its work to another institution or organization, this information will not be recorded on the Location of Sponsored Activities section.

Follow this pattern for all remaining off-campus locations within the State of Utah. To remove a location, select the blue Remove hyperlink.

Out-of-State Locations

To add an off-campus location outside the State of Utah, but within the United States of America, where meaningful work on the project will be performed, select the State in which the work will be performed. Click the Location field to view a drop-down list of the 50 States and District of Columbia. Select the location from the list.

On Campus:

Please identify any/all **On Campus** locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work:

Work [Remove](#)

Out-of-State:

Please identify any/all **States** where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work:

There are no Out-of-State locations added to the proposal.

Select...

- *All States
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho**
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska

Next, identify the percent of work to be performed at this location. Click inside the Percent of Work field and enter the amount, then click Add.

Out-of-State:

Please identify any/all **States** where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work: %

There are no Out-of-State locations added to the proposal.

The newly entered location and percent of work performed at that location will be listed.

Out-of-State:

Please identify any/all **States** where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work: %

Location	Percent Work	
Idaho	5.00%	Remove

This section only records the location and percent of work SLCC performs on a project. If SLCC subawards a portion of its work to another institution or organization, this information will not be recorded on the Location of Sponsored Activities section.

Follow this pattern for all remaining off-campus locations outside the State of Utah. To remove a location, select the blue Remove hyperlink.

Out-of-Country Locations

To add an off-campus location outside of the United States of America where meaningful work on the project will be performed, select the Country in which the work will be performed. Click the Location field to view a drop-down list of Countries. Select the location from the list.

Next, identify the percent of work to be performed at this location. Click inside the Percent of Work field and enter the amount, then click Add

The newly entered location and percent of work performed at that location will be listed.

Out-of-Country:

Please identify any/all **Out-of-Country** locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click **Add**.

Location:

Percent of Work: %

Location	Percent Work	
Ecuador	5.00%	Remove

This section only records the location and percent of work SLCC performs on a project. If SLCC subawards a portion of its work to another institution or organization, this information will not be recorded on the Location of Sponsored Activities section.

Follow this pattern for all remaining off-campus locations outside the United States of America. To remove a location, select the blue Remove hyperlink.

Total Percent Work

Ensure the total percentage among all sections equals 100%.

A warning note will appear above the four locations indicating the current calculation for Percent Work. If the percent work does not equal 100% it will prompt you to add or remove locations accordingly.

The sum of percentages in all locations must equal 100%. It currently adds up to 95.00%. Please add or remove locations accordingly.

On Campus:	In State County:												
<p>Please identify any/all On Campus locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click Add.</p> <p>Location: <input type="text" value="Select..."/></p> <p>Percent of Work: <input type="text" value=""/>% <input type="button" value="Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 70%;">Location</th><th style="width: 15%;">Percent Work</th><th style="width: 15%;"></th></tr></thead><tbody><tr><td>Taylorville-Redwood Campus</td><td style="border: 2px solid red;">75.00%</td><td style="text-align: right;">Remove</td></tr></tbody></table>	Location	Percent Work		Taylorville-Redwood Campus	75.00%	Remove	<p>Please identify any/all Off Campus, In State counties where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click Add.</p> <p>Location: <input type="text" value="Select..."/></p> <p>Percent of Work: <input type="text" value=""/>% <input type="button" value="Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 70%;">County Location</th><th style="width: 15%;">Percent Work</th><th style="width: 15%;"></th></tr></thead><tbody><tr><td>Davis</td><td style="border: 2px solid red;">15.00%</td><td style="text-align: right;">Remove</td></tr></tbody></table>	County Location	Percent Work		Davis	15.00%	Remove
Location	Percent Work												
Taylorville-Redwood Campus	75.00%	Remove											
County Location	Percent Work												
Davis	15.00%	Remove											
<p>Out-of-State:</p> <p>Please identify any/all States where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click Add.</p> <p>Location: <input type="text" value="Select..."/></p> <p>Percent of Work: <input type="text" value=""/>% <input type="button" value="Add"/></p> <p>There are no Out-of-State locations added to the proposal.</p>	<p>Out-of-Country:</p> <p>Please identify any/all Out-of-Country locations where any proposed work will take place. Please also identify the percent of the total project work to be performed at that location and click Add.</p> <p>Location: <input type="text" value="Select..."/></p> <p>Percent of Work: <input type="text" value=""/>% <input type="button" value="Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 70%;">Location</th><th style="width: 15%;">Percent Work</th><th style="width: 15%;"></th></tr></thead><tbody><tr><td>Ecuador</td><td style="border: 2px solid red;">5.00%</td><td style="text-align: right;">Remove</td></tr></tbody></table>	Location	Percent Work		Ecuador	5.00%	Remove						
Location	Percent Work												
Ecuador	5.00%	Remove											

Once the sum of percentages in all locations equals 100%, the message will go away.

This page auto-saves once the sum of percentages in all locations equals 100%. When the Location of Sponsored Activities section of your proposal is complete, a green checkmark will appear next to this section on the Proposal Development Menu.

Next Step

Navigating and completing the **Proposal Abstract** section.

For more information, see [Cayuse SP - User Guide: Proposal Abstract](#).