**SLCC Office of Sponsored Projects User Guide** 

# **Location of Sponsored Activities**

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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.

SP SP		Peter Professor 👻
My Dashboard Reporting	g More	
ltem List 20-0067 🐔 🤇	>> Location of Sponsored Activities	
View or Edit completed sections by clicking the name next to the check.	Please indicate the locations where your project will occur and the p NOTE: If activities occur on-campus, do not also add the county as a separate Questions? Please contact the Grant Officer assigned to your area or the Office of Sponsored J The sum of percentages in all locations must equal 100%. It currently adds up to	Protection. In-State location. Protects to 0.00%, Please add or remove locations accordingly.
Budget	On Campus:	In State County:
	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: Select  Percent of Work:  % Add There are no On Campus locations added to the proposal.	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: Select Percent of Work: % Add There are no In State County locations added to the proposal.
Proposal Abstract Proposal Attachments	Out-of-State:	Out-of-Country:
Approving Units Submission Notes	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 elick Add.	Please identify any/all <b>Out-of-Country</b> locations where any proposed work will take place. Place also identify the percent of the total project work to be performed at that
Submit for Routing	Location: Select  Percent of Work:  M Add There are no Out-of-State locations added to the proposal.	location and click Add.  Location: Select   Percent of Work: % Add  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.

On Campus:			In State County:
Please identify any/al Please also identify the and click Add. Location: Percent of Work: There are no On C	I On Campus locations where any proposed work the percent of the total project work to be performe Select Aerospace/Aviation Education Center Community Writing Center Herriman Anex Jordan Campus	x will take place. d at that location	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:       Select          Percent of Work:       %         Add         There are no In State County locations added to the proposal.
Out-of-State:	Meadowbrook Campus Miller Campus		Out-of-Country:
Please identify a manual Please also identify the and click Add.	South City Campus Taylorsville-Redwood Campus West Valley Center Westpointe Campus Select	at that location	Please identify any/all <b>Out-of-Country</b> 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 <b>Add</b> .
Percent of Work: There are no Out-	% Add of-State locations added to the proposal.		Location:       Select       ✓         Percent of Work:       %       Add         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.

On Campus:	
Please identify a Please also iden and click <b>Add</b> .	ny/all <b>On Campus</b> locations where any proposed work will take place. ify the percent of the total project work to be performed at that location
Location:	Taylorsville-Redwood Campus
Percent of Wo	rk: 75 % Add
There are no C	On Campus locations added to the proposal.

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

Please identify any/all <b>On Campus</b> locations we Please also identify the percent of the total properties and click <b>Add</b>	where any proposed work will take plac oject work to be performed at that location
Location: Select	$\sim$
Percent of Work:% Add	1
Location	Percent Work

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.

	Coloct	
In State County:	Select	
Please identify any/al take place. Please also identify th location and click Add	Beaver Box Elder Cache Carbon Daggett	ate counties where any proposed work will al project work to be performed at that
Location:	Davis Duchesne	Add
There are no In St	Emery Garfield	ons added to the proposal.
Out-of-Country	Grand Iron Juab Kane	
Please identify any/al	Millard Morgan Piuto	cations where any proposed work will take
place. Please also identify the location and click Add	Rich Salt Lake	al project work to be performed at that
Location:	San Juan Sanpete	×
Percent of Work:	Sevier	Add
There are no Out-o	Summit Tooele Uintah Utah Wasatch Washington Wayne	ons added to the proposal.
	Weber	

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 Coun	y:
Please identify a take place. Please also ider location and clic	ny/all <b>Off Campus, In State counties</b> where any proposed work will tify the percent of the total project work to be performed at that that that that that state.
Location:	Davis 🗸
Percent of W	rk: 15 % Add
There are no	n 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 <b>Off Campus, In State cou</b> take place. Please also identify the percent of the total project location and click <b>Add</b> .	Inties where any prop t work to be performe	bosed work will ad at that
Location: Select V		
Percent of Work: % Add		
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 Activates 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/a       On Campus locations utore any proposed work will take place.         Please also identify t at that location and c Alabama       Alabama         Location:       Alaska         Percent of Work:       Arkansas         California       Colorado         Colorado       Remove         Delaware       District of Columbia         Florida       Work will take         Vert-of-State:       Florida         Please also identify t place.       Illinois         Please also identify t place.       Illinois         Please also identify t markada       Markansas         Kansas       Illinois         Precent of Work:       Kentucky         There are no Out       Illinois         Maine       Maryland         Maine       Mississippi         Minnesota       Missouri         Missouri       Montana         Nebraska       Vertal					
Please identify any/a       Conserve locations where any proposed work will take place.         Please also identify t *All States at that location and c Alabama       Alabama         Location:       Alaska         Arizona       Arkansas         California       Colorado         Colorado       Colorado         Taylorsville-Red       Connecticut         Delaware       District of Columbia         Florida       Georgia         Hawaii       How rk will take         Please also identify t       Illinois         Precent of Work:       Kentucky         Location:       Iowa         Kansas       Forcent of Work:         Kentucky       Louisiana         Maine       Maine         Maine       Mississippi         Missouri       Missouri         Montana       V		On Campus:			
Iaylorsville-Redit Connecticut       Remove         Delaware       District of Columbia         Florida       Georgia         Hawaii       Iwork will take         Please identify anyla       Idaho         place.       Illinois         Please also identify t       Illinois         performed at that loc       Indiana         Location:       Iowa         Kansas       Kentucky         There are no Out       Kentucky         Maryland       Massachusetts         Michigan       Minnesota         Mississippi       Missouri         Montana       Nebraska		Please identify any/a will take place. Please also identify t at that location and c Location: Percent of Work:	Select *All States Alabama Alaska Arizona Arkansas California Colorado	<u>ubo</u>	work to be performed
Out-of-State:       District of Columbia         Please identify anyaplace.       Please also identify t         Please also identify t       Illinois         performed at that loc       Indiana         Location:       Iowa         Kansas       Kentucky         Duissiana       Maine         Maine       Maryland         Minnesota       Mississippi         Missouri       Montana         Nebraska       ✓		Taylorsville-Red	Delaware		Remove
place.       Idano         Please also identify t       Illinois         performed at that loc       Indiana         Location:       Iowa         Kansas       Kentucky         There are no Out-       Louisiana         Maryland       Massachusetts         Minnesota       Mississippi         Missouri       Montana         Nebraska       ✓	(	Out-of-State: Please identify any/a	District of Columbia Florida Georgia Hawaii		l work will take
performed at that loc       Indiana         Location:       Iowa         Kansas       Kentucky         Dercent of Work:       Kentucky         There are no Out       Louisiana         Maine       Maryland         Massachusetts       Michigan         Minnesota       Mississippi         Missouri       Montana         Nebraska       V		place.			
Location:       Iowa         Kansas       Kansas         Percent of Work:       Kentucky         There are no Out-       Louisiana         Maine       Maryland         Massachusetts       Michigan         Minnesota       Mississippi         Missouri       Montana         Nebraska       ✓		Please also identify t	IIIInois		work to be
Percent of Work: Kentucky There are no Out- Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska		Please also identify t performed at that loc	Indiana		work to be
There are no Out-       Louisiana       to the proposal.         Maine       Maryland         Massachusetts       Michigan         Minnesota       Mississippi         Missouri       Montana         Nebraska       ✓		Please also identify t performed at that loc Location:	Indiana Iowa Kansas		work to be
Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska $\checkmark$		Please also identify t performed at that loc Location: Percent of Work:	Innois Indiana Iowa Kansas Kentucky		work to be
Michigan Minnesota Mississippi Missouri Montana Nebraska $\checkmark$		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine		to the proposal.
Minnesota Mississippi Missouri Montana Nebraska V		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts		to the proposal.
Missouri Montana Nebraska V		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan		to the proposal.
Montana Vebraska V		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi		to the proposal.
Nebraska 🗸 🗸		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri		to the proposal.
		Please also identify t performed at that loc Location: Percent of Work: There are no Out-	Innois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana		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.

Out-of-State:	
Please identify ar Please also ident and click <b>Add.</b>	y/all <b>States</b> where any proposed work will take place. Ify the percent of the total project work to be performed at that location
Location:	Idaho 🗸
Percent of Wo	rk: 5 % Add
There are no C	ut-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 <b>States</b> where any proposed Please also identify the percent of the total project and click <b>Add.</b>	work will take place work to be performe	ed at that location
Location: Select V		
Percent of Work:% Add		
Location	Percent Wo	rk
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 Activates 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-Countr	y:		
Please identify a place. Please also iden location and clicl	ny/all Out-of-Country loc tify the percent of the tota < Add.	ations where any prop I project work to be pe	oosed work will take
Location:	Select		$\sim$
Percent of Wo	ork:%	Add	
Location		Percent	Work
-		E 000/	Domouro

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 Activates 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.

On Campus:	In State County:
Please identify any/all <b>On Campus</b> 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 <b>Add</b> .	Please identify any/all <b>Off Campus, In State counties</b> where any proposed work we take place. Please also identify the percent of the total project work to be performed at that location and click <b>Add</b>
Location: Select V	
Percent of Work: Add	Percent of Work: % Add
Taylorsville-Redwood Campus 75.00% Remove	Davis
ut-of-State:	Out-of-Country:
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:       Select	Please identify any/all <b>Out-of-Country</b> 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 <b>Add</b> .
Percent of Work: Add There are no Out-of-State locations added to the proposal.	Percent of Work: % Add
	Location Percent Work
	Equation E 00%

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 <u>Cayuse SP - User Guide</u>: <u>Proposal Abstract</u>.