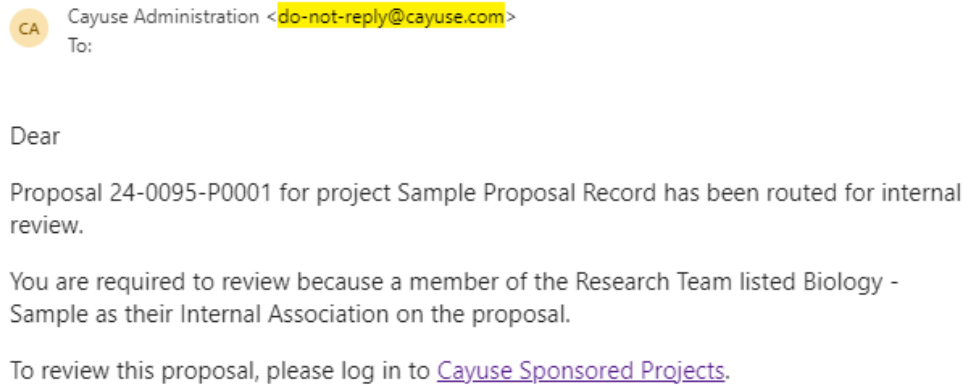


Approving a Proposal Record in Cayuse Sponsored Projects

1. Approvers should receive an email with a link to the specific proposal record they need to review. An example of this email is pictured below.



Or, users can find records they need to review on the Cayuse Landing page in their My Tasks.

The screenshot shows the 'My Tasks' page in the Cayuse platform. The header includes the 'cayuse platform Home' logo and a user profile for 'Becca Valenstein'. The main content area is titled 'My Tasks' and features a '+ New Task' button. Below the title are filter buttons for 'Assigned to Me', 'Created by Me', 'Open', and 'All'. A table lists tasks with columns for Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status.

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Review Proposal for AA-Sponsored Researc...	Other			03/04/2024	04/25/2024		Open
Review Proposal for OSPRI - 24-0050-P0001	Other			03/04/2024	04/25/2024		Open
Review Proposal for EAS-Computer Science ...	Other			02/27/2024	04/25/2024		Open
Review Proposal for OSPRI - 24-0068-P0001	Other			03/08/2024	04/25/2024		Open
Review Proposal for OSPRI - 24-0073-P0001	Other			03/12/2024	04/25/2024		Open
Review Proposal for Biology - Sample - 24-0...	Other			03/19/2024	04/25/2024		Open
Review Proposal for Biology - Sample - 24-0...	Other			04/24/2024	04/25/2024		Open

2. Find the appropriate task and click on the link to navigate to the record.

Review Proposal for AA-Sponsored Research (40020) - 24-0025-P0001	Other
Review Proposal for OSPRI - 24-0050-P0001	Other
Review Proposal for EAS-Computer Science (40045) - 24-0045-P0001	Other
Review Proposal for OSPRI - 24-0068-P0001	Other
Review Proposal for OSPRI - 24-0073-P0001	Other
Review Proposal for Biology - Sample - 24-0091-P0001	Other
Review Proposal for Biology - Sample - 24-0095-P0001	Other
Review Proposal for AA-Sponsored Research (40020) - 24-0025-P0001	Other

10 per page

3. Review the information in the Proposal Form.

My Actions

[Complete Review](#)
[Route for Review](#)

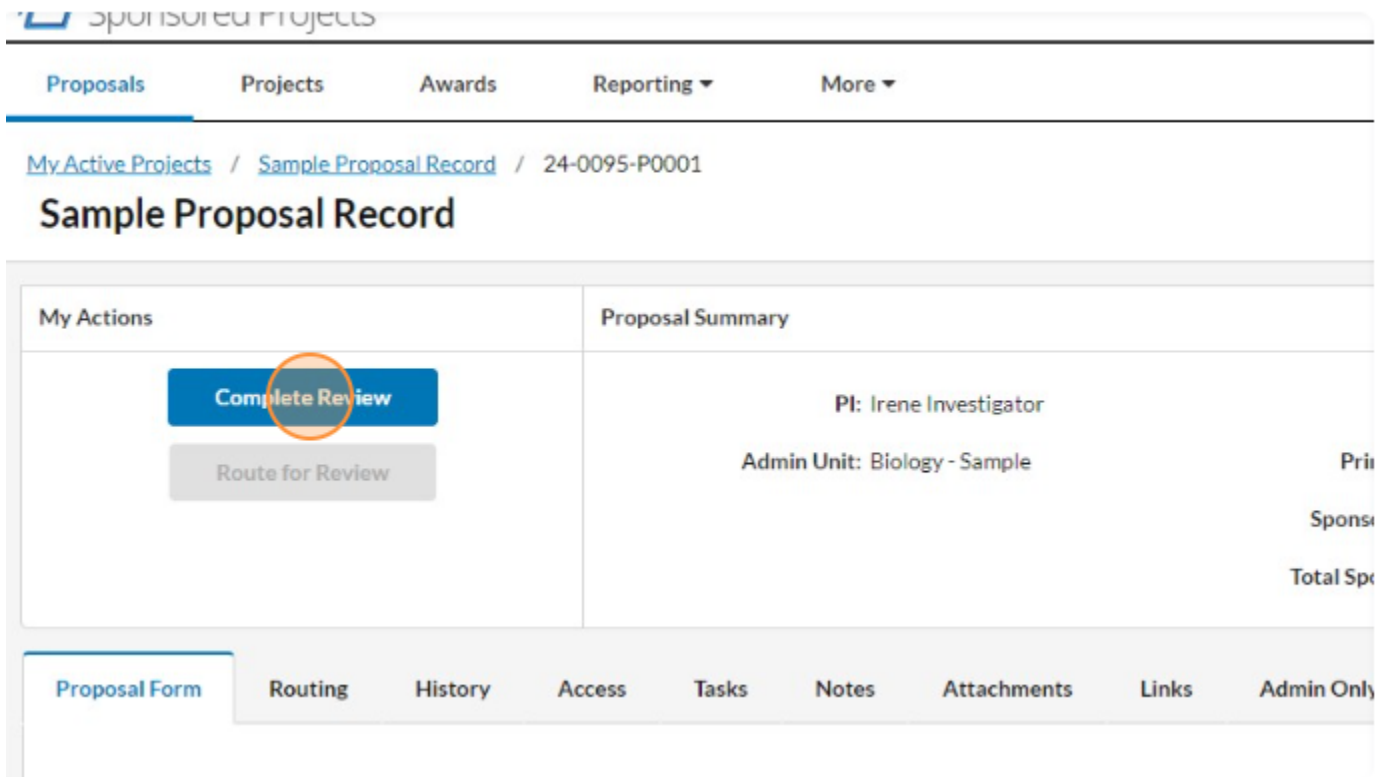
Proposal Summary
PI: Irene Investigator
Admin Unit: Biology - Sample
Pri
Spons
Total Sp

[Proposal Form](#) | [Routing](#) | [History](#) | [Access](#) | [Tasks](#) | [Notes](#) | [Attachments](#) | [Links](#) | [Admin Only](#)

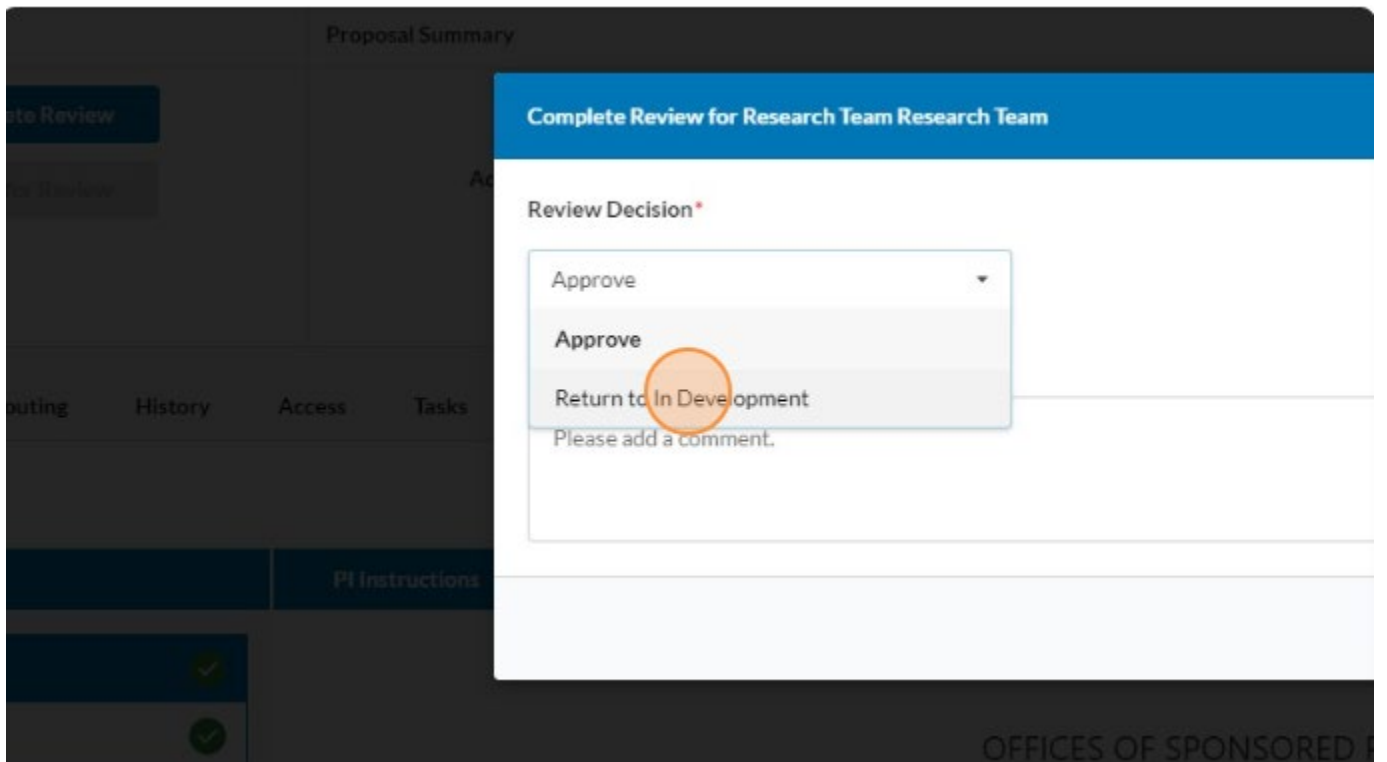
Proposal Sections	PI Instructions
PI Instructions	
PI Team	

OFFICES

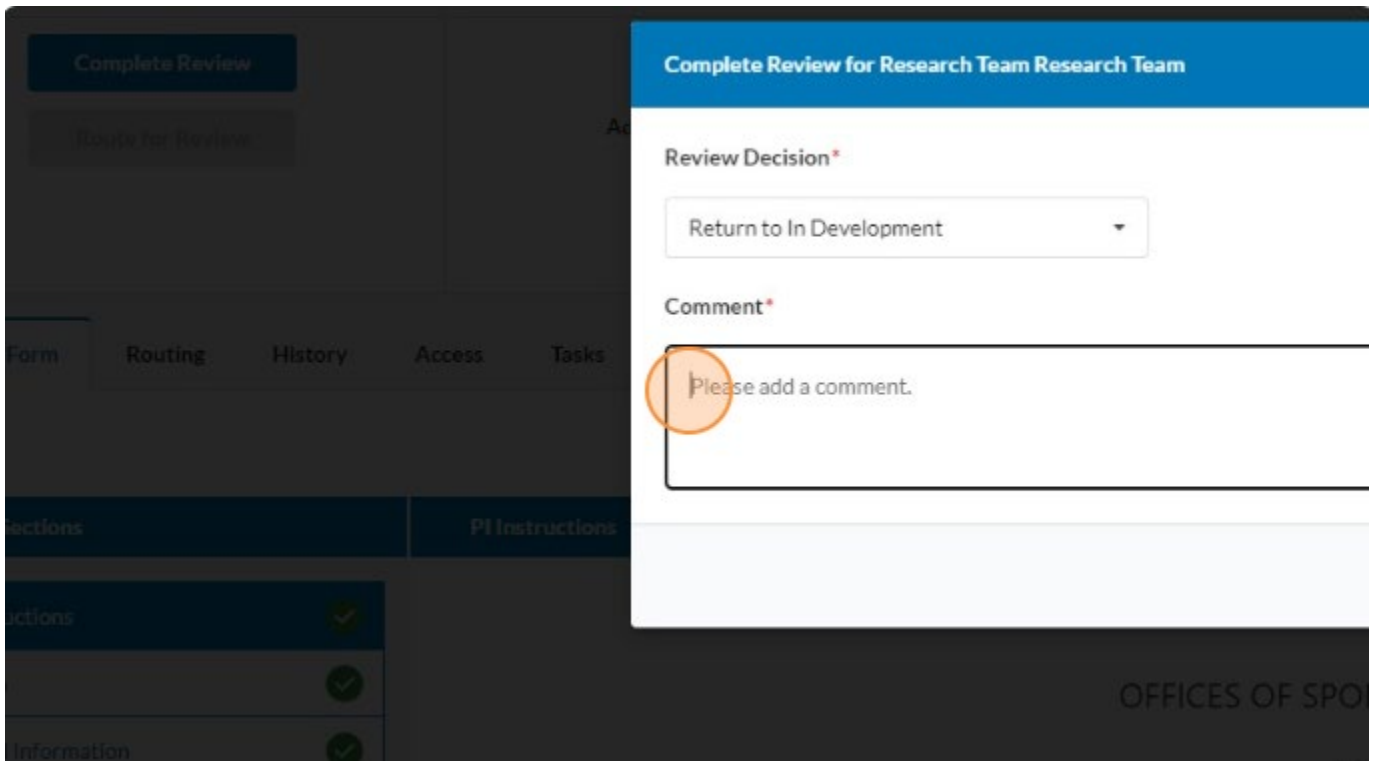
4. Click "Complete Review"



5. There are two options: Approve or Return to In Development.
Approve will complete the task and send the record to the next reviewer.
Return to In Development will stop routing and re-open the record to edit.



- If Return to In Development is chosen, a comment is required explaining why approval is not being granted.



- When the decision is made and any comments are entered, click "Save" to complete the task.

