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.

CA	Cayuse Administration < <mark>do-not-reply@cayuse.com</mark> > To:
Dear	
Prop revie	osal 24-0095-P0001 for project Sample Proposal Record has been routed for internal ew.
You Sam	are required to review because a member of the Research Team listed Biology - ple as their Internal Association on the proposal.
To re	eview this proposal, please log in to Cayuse Sponsored Projects.

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

	My Ta	asks			+ New T	ask
				_		
Open	All					
Task Type	From	Assigned To	Created \$	Last Activity	Due •	Status
Other			03/04/2024	04/25/2024		Open
Other			03/04/2024	04/25/2024		Open
Other			02/27/2024	04/25/2024		Open
Other			03/08/2024	04/25/2024		Open
Other			03/12/2024	04/25/2024		Open
						100000000
	Open Task Type Other Other Other Other Other	My Ta Open All Task Type From Other Other Other Other Other	My Tasks Open All Task Type From Assigned To Other Units Units Other Units Units	My Tasks Open All Task Type From Assigned To Created ‡ Other 03/04/2024 03/04/2024 Other 02/27/2024 03/04/2024 Other 03/04/2024 03/04/2024	Open All Task Type From Assigned To Created \$ Last Activity Other 03/04/2024 04/25/2024 Other 03/04/2024 04/25/2024 Other 02/27/2024 04/25/2024 Other 03/08/2024 04/25/2024 Other 03/08/2024 04/25/2024 Other 03/01/2024 04/25/2024 Other 03/01/2024 04/25/2024 Other 03/01/2024 04/25/2024	My Tasks + New T Open All Task Type From Assigned To Created + Last Activity Due + Other 03/04/2024 04/25/2024 Odd Odd Odd Other Image: Comparison of the strength of the strengt of the strength of the strengt of the strength of the st

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		Propo	sa <mark>l Summ</mark> ar	У			
Complete Review				PI: Iren	e Investigator		
Route for Review			Adr	nin Unit: Biol	ogy - Sample		Pri
							Sponse
							Total Spo
Proposal Form Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
Proposal Sections		Piln	structions				
3576030	~						
PI Instructions							

4. Click "Complete Review"

Proposals	Projects	Awards	Reporting -	More •		
My Active Project	ts / <u>Sample Pro</u> Proposal Re	ecord / :	24-0095-P0001			
My Actions	•		Proposal Summa	ry		
	Complete Revie	W.		PI: Irer	ne Investigator	
	Route for Revie	w	Ac	lmin Unit: Bio	logy - Sample	Pr
						Total Sp

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.

			Complete Review for Researc	h Team Researc	h Team	
		Ac	Review Decision*			
			Approve	,	•	
			Approve			
	Access	Tasks	Please add a comment.			
		structions				

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

C			Complete Review for Research Tear	n Research Team	
Į.		Ac	Review Decision*		
			Return to In Development	•	
			Comment*		
Form		Tasks	Please add a comment.		
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ictions					
Informa					

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

