

Certifying a Proposal in Cayuse Sponsored Projects

1. Certifiers should receive an email with a link to the specific proposal record.
Or, users can find records they need to certify on the Cayuse Landing page in their My Tasks.

The screenshot shows the 'My Tasks' page in the Cayuse Platform. The top navigation bar includes the 'cayuse platform Home' logo, which is circled in orange. To the right, there are links for 'Products' 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: 'Assigned to Me' (selected), 'Created by Me', 'Open', and 'All'. A table lists tasks with the following columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status.

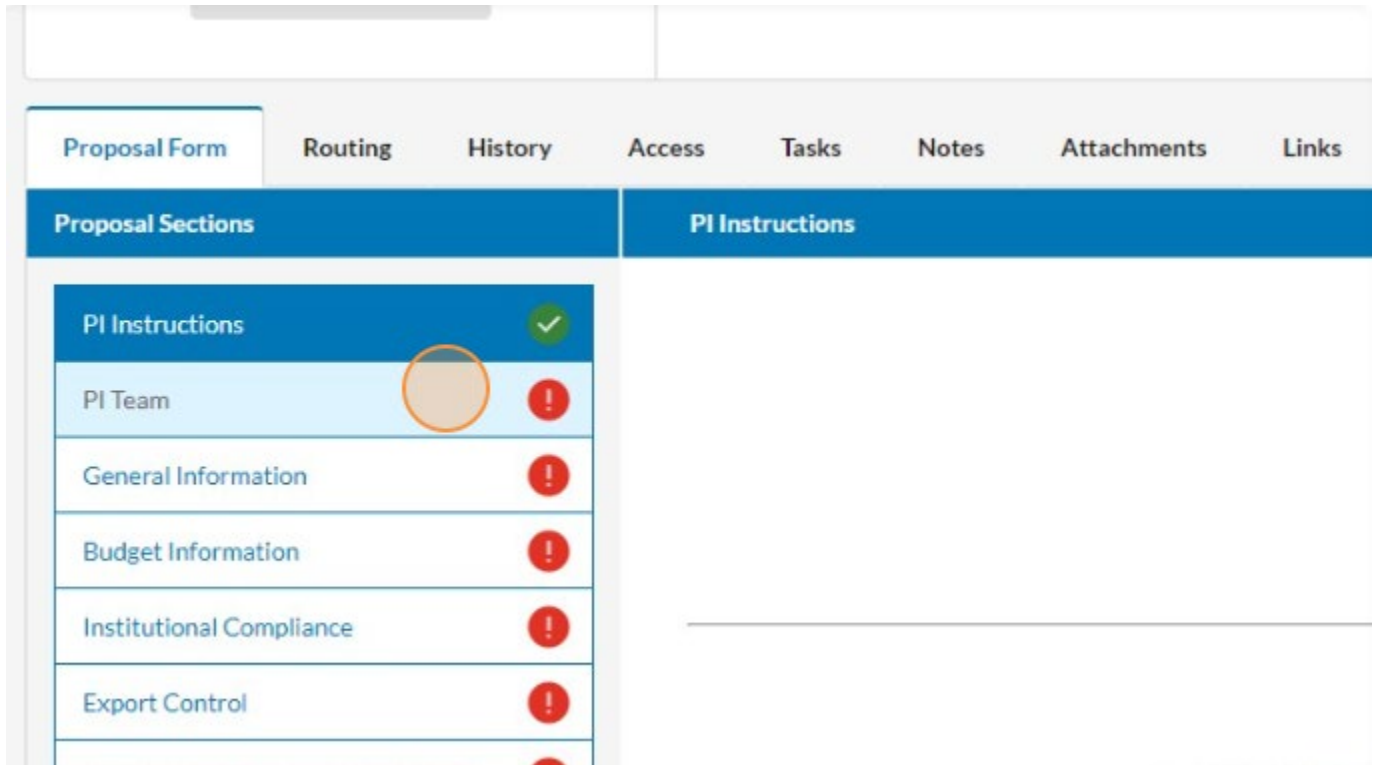
Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Review Proposal for AA-Sponsored Researc...	Other			03/04/2024	04/25/2024		Open
Review Proposal for OSPRI - 24-0050-P0001	Other			03/04/2024	04/25/2024		Open
Review Proposal for EAS-Computer Science ...	Other			02/27/2024	04/25/2024		Open
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. Click the task link to navigate to the record.

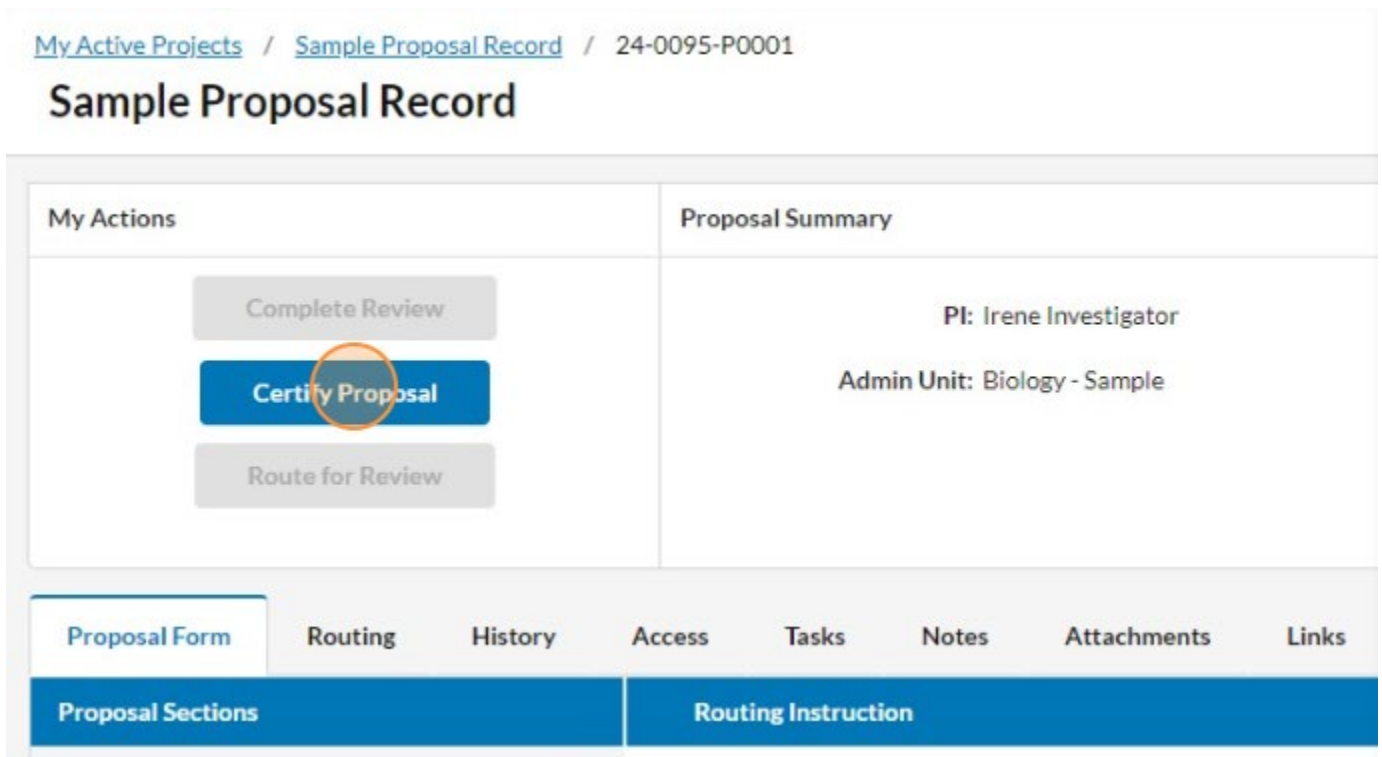
This screenshot shows a filtered view of the 'My Tasks' page. The 'Assigned to Me' filter is selected. The table displays three tasks, all with a 'Task Type' of 'Other'. The task 'Certify Proposal - 24-0095-P0001' is circled in orange. At the bottom left, there is a dropdown menu for '10 per page'.

Task	Task Type
Certify Proposal - 24-0028-P0001	Other
Certify Proposal - 24-0095-P0001	Other
Certify Proposal - 24-0002-P0001	Other

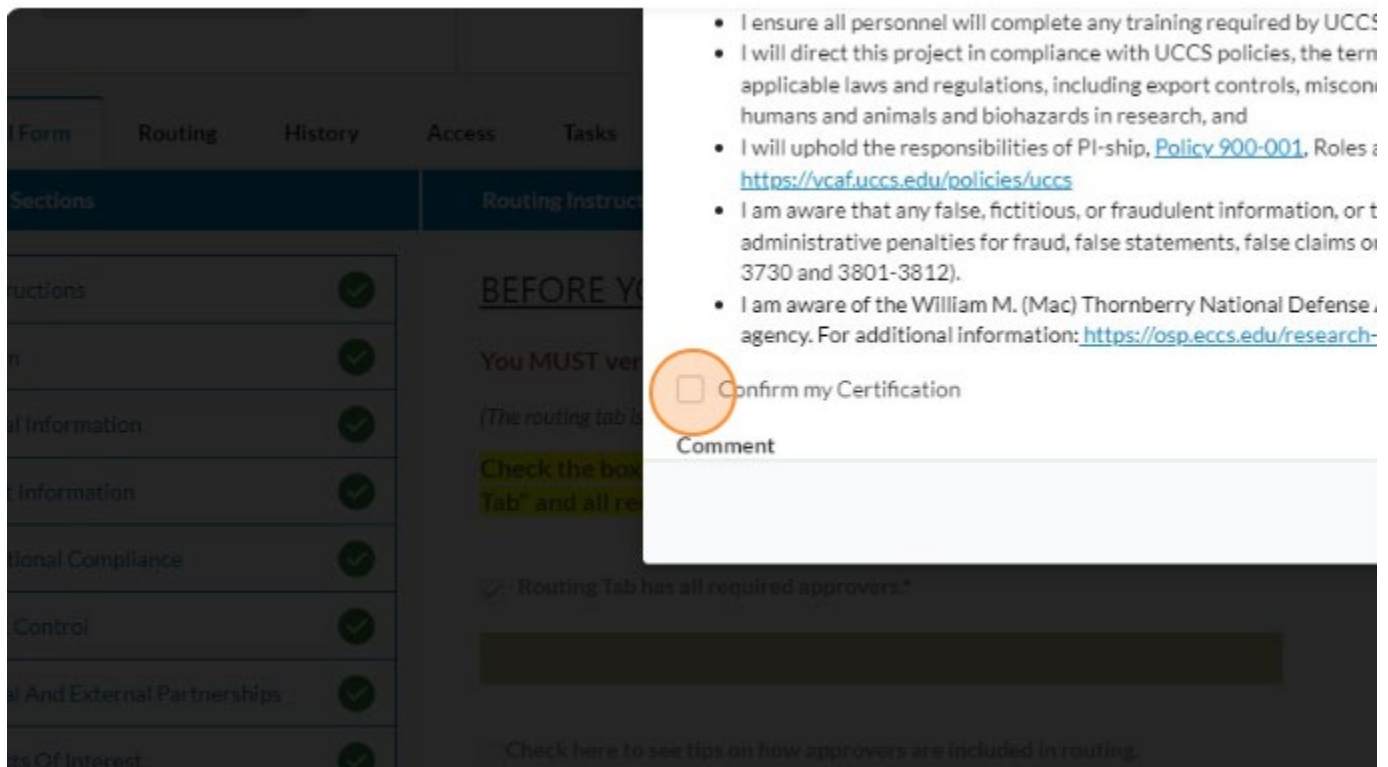
3. Certifiers should review the proposal record to ensure there isn't anything incorrect or problematic.



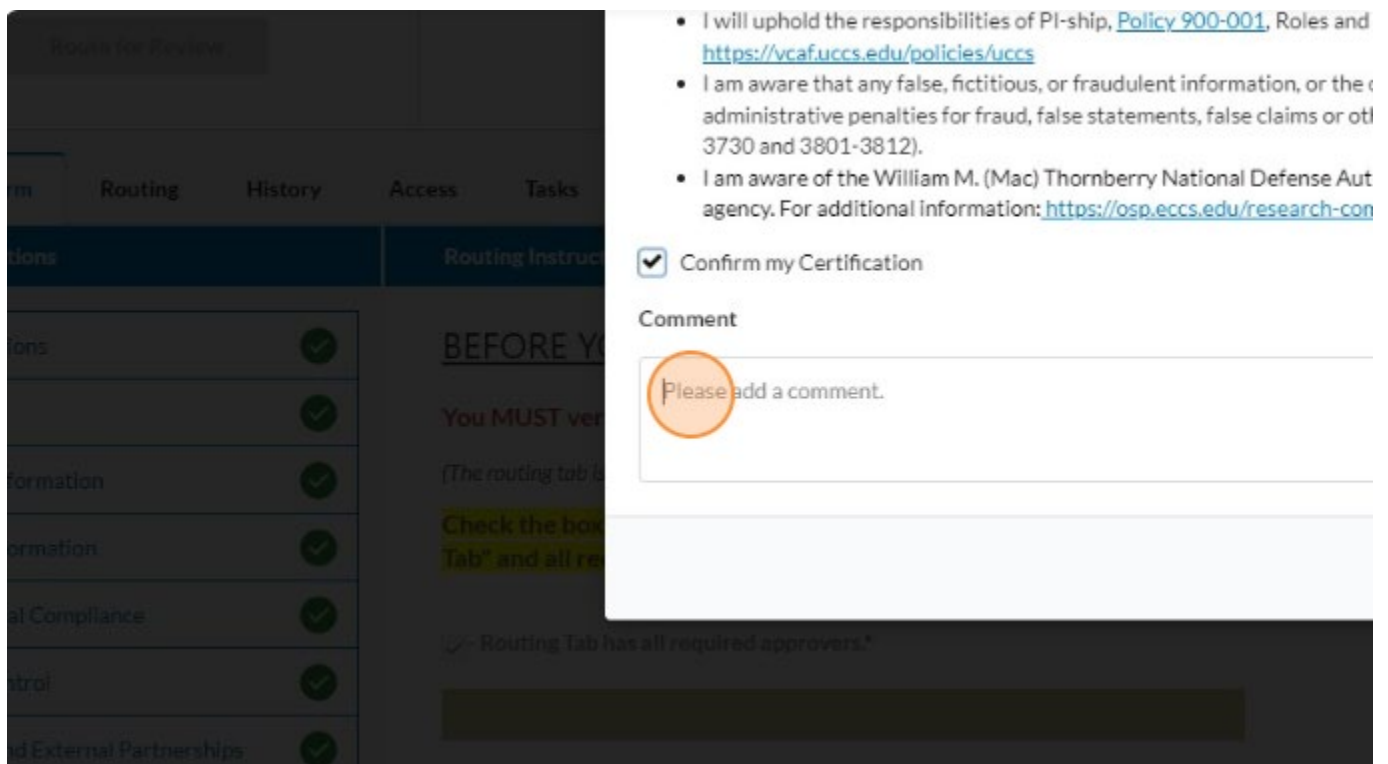
4. When ready to certify, click "Certify Proposal".



5. A pop-up window will open with certification language. Review the language and then click "Confirm my Certification".



6. Add comments if appropriate



7. Click "Certify" to complete the task and route to the next approver.

Authorization Act and have disclosed those as required by the sponsoring [compliance/other-support-disclosure](#)