

CAYUSE Research Suite

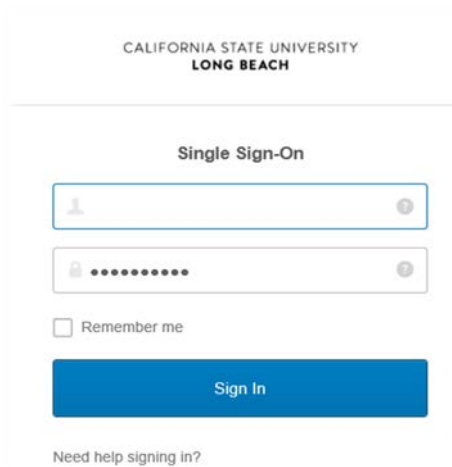


Proposal Review & Approval Process

College & Department Reviewer

In Cayuse SP, Chairs, ASM's, and Deans will have access to proposals for internal clearance and routing processes within their department or College by following the steps in this guide. For further instructions or questions, you may contact your ORSP PreAward Specialist for assistance.

CAYUSE Log-In



Landing Page



Cayuse Research Suite

3.7.2

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424


System Administration Applications

- Backbone
- Research Contacts
- Workflow

Application Help

- Research Suite Support Center

How to Access Cayuse SP:

- Must use Mozilla Firefox Web Browser 
- Three Ways to Log In:
 1. URL: <https://csulb.cayuse424.com>
 2. CSULB Single Sign On
 3. ORSP Website URL: <http://web.csulb.edu/divisions/aa/research/pre-award/cayuse/>
- Username & Password: Use your CSULB log in information

Training Log-in:

- URL: <http://csulb-t.cayuse424.com/>
- Username: CSULB Employee #@csulb.edu
- Password: abc123

Logged In:

- Cayuse SP: click to start creating a proposal

Notes:

- Ensure that Pop-ups on your browser are enabled
- Periodically delete cookies

Welcome to Sponsored Projects

Proposals that need your attention will appear in your "Unit Approval Inbox". Once the PI has approved their proposal, Chairs, ASMs, and Deans will each be required to log in, view, and approve the proposal electronically.



HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard

[Start New Proposal](#)

[My Proposals](#)

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals Dashboard

[PI Certification Inbox](#)

2 [Unit Approval Inbox](#)

Office of Research and Sponsored Programs

6300 State University Drive
Suite 332
Long Beach, CA 90815
Phone: 562-985-8147

Email: ORSP-PreAward@csulb.edu

>> Welcome to Sponsored Projects

Proposal Dashboard

- Use Start a New Proposal to begin a new proposal.
- Use My Proposals to edit and track proposal records you have created or on which you are named member of the Research Team
- Use Proposals in My Unit to view proposals to which you have been granted Proposal Data Access.
- Use Pre-Award Spending Inbox to authorize preliminary award requests in your role as a Pre-Award Spending Approver.

Award Dashboard

- Use My Awards to view awards on which you are listed as a member of the Research Team.
- Use Awards In My Unit to view awards in administering units to which you have been granted Award Data Access.

Certifications/Approvals Dashboard

- Use PI Certification Inbox to certify proposal records on which you are listed as the Lead PI or PI. Use Unit Approval Inbox to authorize proposal records.

Technical Support

For technical issues in Cayuse SP, contact ORSP at one of the following:

- Email: orsp-preaward@csulb.edu
- Phone: 562.985.8147

Unit Approval Inbox: Click to see an overview of all the proposals in your queue.




Unit Approval Box

>> Unit Approval Inbox

To Be Authorized Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.

See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No. ↓	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
18-0010	Momoli	Chemistry & Biochem	Science-Science	National Science Foundation (NSF)	06/30/2018	Yes 

View 1 - 1 of 1 Page 1 of 1

Authorized Reviewer: A reviewer is required to review all of the information before “Approving” proposal

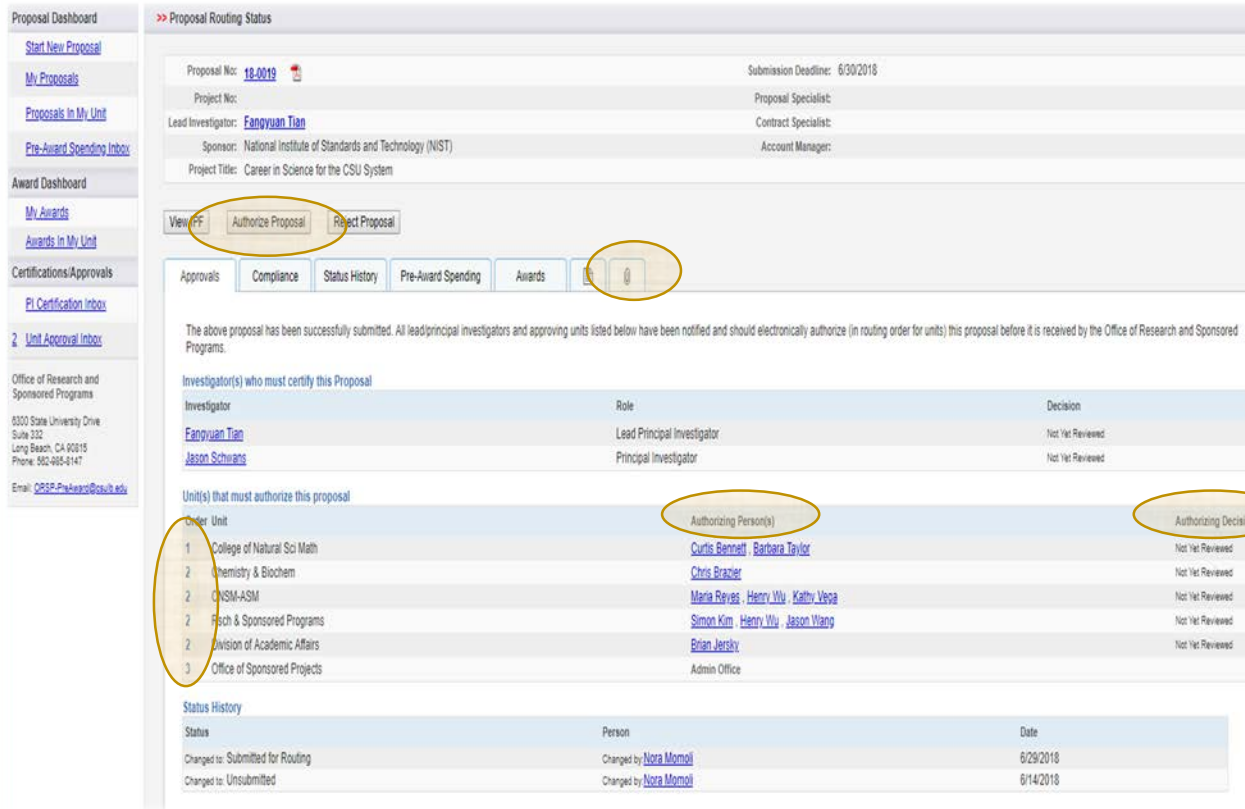
Parallel Routing:

College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

Steps to Follow:

- 1. PDF Icon:** Review the proposal attachments by clicking of the “pdf” icon (e.g., budget, justification, FCOI, etc.)
- 2. Proposal Number:** Each proposal will be automatically assigned a proposal number. Click on the Proposal Number to access the proposal

Proposal Routing and Status – Authorize Proposal



Proposal Dashboard >> Proposal Routing Status

Proposal No: 18-0019 Submission Deadline: 6/30/2018


Project No: Proposal Specialist:

Lead Investigator: Fangyuan Tian Contract Specialist:

Sponsor: National Institute of Standards and Technology (NIST) Account Manager:

Project Title: Career in Science for the CSU System

View PDF Authorize Proposal Reject Proposal

Approvals Compliance Status History Pre-Award Spending Awards 

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Research and Sponsored Programs.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Fangyuan Tian	Lead Principal Investigator	Not Yet Reviewed
Jason Schwans	Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	College of Natural Sci Math	Curtis Bennett, Barbara Taylor	Not Yet Reviewed
2	Chemistry & Biochem	Chris Brazier	Not Yet Reviewed
2	CNSM-ASM	Marie Revas, Henry Wu, Kathy Vega	Not Yet Reviewed
2	Fresh & Sponsored Programs	Simon Kim, Henry Wu, Jason Yiang	Not Yet Reviewed
2	Division of Academic Affairs	Brian Jersky	Not Yet Reviewed
3	Office of Sponsored Projects	Admin Office	

Status History

Status	Person	Date
Changed to: Submitted for Routing	Changed by Nora Momoli	6/29/2018
Changed to: Unsubmitted	Changed by Nora Momoli	6/14/2018

Authorize Proposal: After reviewing the required internal documents, click "Authorize Proposal" to move forward with certification

Paper Clip Tab: Location of required internal clearance documents. (Refers to the same documents accessed using the PDF Icon under "Unit Approval")

Authorizing Person(s): List of individuals assigned to review/approve the proposal

Authorizing Decision: Provides Status of Routing

Steps to Follow:

- To move forward with certification of the proposal ("Approve Routing"), click on the "Authorize Proposal." This action will direct you to the "Proposal Certification" screen to complete the process.
- Reject Proposal: If you do not agree with the internal clearance information provided, **PLEASE DO NOT** "Reject Proposal," instead, contact the Pre-Award specialist assigned to the PI and await further instructions.

Proposal Certification

PI/PD responsibility to review the statement of responsibilities with respects to the proposal before completing the approval process.

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>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigators to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

* Please enter any comments you might have regarding this proposal.

Submit Certification Cancel

Please enter any comments you might have regarding this proposal: Location to add comments in respects to the proposal (Optional). Note that comments entered are permanent and can not be deleted or modified

Submit Certification: If information corresponding to the proposal are to the required standards, please indicate your approval by clicking "Submit Certification". This action completes the approval process.

Unit Approval Inbox

After certification has been submitted, Cayuse SP will navigate back to the Unit Approval Inbox.

Reviewer has completed the Routing Review and Approval process. What happens next?

Log Out: If no more proposals remain in your inbox for review, you may “Log-Out” of Cayuse SP.

To be Authorized Tab: To review additional Routing Proposals in your Inbox, you can access them here. Click on “Proposal Number” and start process over again (reference screens 4-6)