CAYUSE Research Suite

CALIFORNIA STATE UNIVERSITY



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

Single Sign-O	'n
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Remember me	
Sign In	

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Landing Page



Cayuse Research Suite 3.7.2 Research Administration Modules Cayuse SP (Sponsored Projects) Cayuse 524

System Administration Applications

- Backbone
- Research Contacts
 Workflow

Application Help

Research Suite Support Center

How to Access Cayuse SP:

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

Training Log-in:

- URL: <u>http://csulb-t.cayuse424.com/</u>
- 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

CALIFORNIA STATE UNIVERSITY

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	>> Welcome to Sponsored Projects
Start New Proposal	
My Proposals	Proposal Dashboard
Proposals In My Unit	 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.
Pre-Award Spending Inbox	 Use Pre-Award Spending Inbox to authorize preliminary award requests in your role as a Pre-Award Spending Approver.
Award Dashboard	Award Dashboard
My Awards	 Use My Awards to velve awards on which you are listed as a member of the Research Team. Use Awards In My Unit to view awards in administration units to which you have been granted Award Data Access
Awards In My Unit	 See mode in my one of the drives in doministrating time to miles yet have been granted view of blit recess.
Certifications/Approvals	Certifications/Approvals Dashboard
PI Certification Inbox	 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 rec Approver.
2 Unit Approval Inbox	Technical Support
Office of Research and Sponsored Programs	For technical issues in Cayuse SP, contact ORSP at one of the following:
300 State University Drive Suite 332 ong Beach, CA 90815 Phone: 562-965-8147	Email: orso-preaward@csulb.edu Phone: 562.985.8147
Email: ORSP-PreAward@csulb.edu	

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

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Unit Approval Box

Proposal Dashboard	>> Unit Approval Inbo	K						
Start New Proposal								
My Proposals	To Be Authorized	Previously Rev	viewed					
<u>Proposals in My Unit</u>	Below is a list of p	roposals that re	quire your authorization	as a unit proposal approver.				
Pre-Award Spending Inbox	See <u>Research Contacts</u>	for a complete listin	g of roles in your unit.					
Award Dashboard	Prop No. 👙	PI	Unit	Project Name	Sponsor	Deadline	PI Cert	
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PI Certification Inbox								_
1 Unit Approval Inbox >>>	ļ							

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 Routing Status		
Start New Proposal			
My Proposals	Proposal No: 18.0019	Submission Deadline: 6/30/2018	
Processie in 11, 11-2	Project No:	Proposal Specialist	
Proposals in My Une	Lead Investigator: Fangyuan Tian	Contract Specialist:	
Pre-Award Spending Inbox	Sponsor: National Institute of Standards and Technology (NIST)	Account Manager:	
ward Dashboard	Project Title: Career in Science for the CSU System		
<u>My Awards</u>	View PF Authorize Procesal Read Procesal		
Awards In My Unit	Contraction Contraction		
ertifications/Approvals	Approvals Compliance Status History Pre-Award Spending Aw	wards	
PI Certification Inbox			
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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, <u>PLEASE</u> <u>DO NOT</u> "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.

» Proposal C	ertification	
In my role a The i I hav I will I hav I this I will * Please ent	s an investigator, I understand and certify that: nformation submitted within this application is true, complete and accurate to the best of my knowledg e the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the require comply with all relevant state and federal regulators. University policies and contractual obligations in a reviewed applicable U.S. Export Control requirements and University policy on Export Controls and is an NH application, Univ Comply with the NHP Policy on Public Access. work to every that my relationship with the sponsor of this proposal.	pe. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigators to criminal, civil or administrative penalties. ad progress reports if an award is made. n administering the resultant award. will comply with the export control requirements. or consistent with a previously disclosed conflict of interest management plan.
		Submit Certification Cancel
cayuse		r

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.

roposal Dashboard	>> Unit Approval Inbox						
Start New Proposal							
My Proposals	To Be Authorized	Previously Reviewe	d				
Proposals In My Unit	Below is a list of pro	posals that require	your authorization as a	unit proposal approver.			
Pre-Award Spending Inbox	See Research Contacts for	r a complete fisting of rol	les in your unit.				
ward Dashboard	Prop No. 🖕	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
My Awards							
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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)

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