

## How to Certify a Cayuse Proposals Record Form (Principal Investigators/Co-Principal Investigators)

1. Once a proposal enters routing, the PI and Co-PIs will be required to certify the information included in the proposal form and contained in the documents attached to the form. **Each PI/Co-PI in the routing chain will receive an email message that contains a direct link to certify the proposal.** A sample email message looks like this:

## A sample email message looks like this:

Required Certification of Proposal 23-0108-P0001	
CApuse Administration <do-not-reply@cayuse.com></do-not-reply@cayuse.com>	⊕ Reply          ← Reply All         → Forward           ↓ Mon 4/3/2023 10:20 AM
CAUTION: This email originated from outside of the organization. Do not click links or open att is safe	tachments unless you recognize the sender and know the content
Dear Action of A	
A proposal on which you are listed on the research team has been distributed for review. Your of the sponsor.	certification is required before this proposal may be submitted to
Please complete this action at your earliest convenience to ensure the proposal can be reviewe	ed and submitted prior to the sponsor deadline.

To certify this proposal, please log in to Cayuse Sponsored Projects.

2. Once you **click the link in the email message**, the proposal form will be loaded. (You may be asked to login to Cayuse using your MUNet username and password.) Once logged in, you will be directed to a website that looks similar to this.

cayuse								<i>a</i>
Sponsored Pro	ojects						Products	Christine
Proposals Proje	ects Awards	Reporting -	More -					
Johnson: DoE; Where My Active Projects / Johnso	e is the windiest plac n: DoE: Where is the wind	e on Earth?	23-0108-P0001					
My Actions	Proposal Summa	iry					Under Review	•
Complete Review Certify Proposal Route for Review	Pi Admin Unit	Constant of the second se	Sponso Prime Sponso Sponsor Deadlin Total Sponsor Cost	or: U.S. Departme or: e: 5/1/2023 is: 15000	ntof Pro Pro Ins	oject Start 7/1/2023 oject End 9/1/2023 trument Grant	Project: 2	<u>3-0108</u>
Proposal Form Ro	outing History	Access Tasks	Notes	Attachments	Links	Admin Only		
							All changes save au	tomatically
Proposal Sections		General Infor	rmation					



3. Locate the tabs in the middle of the screen (i.e., <u>not</u> the tabs at the top). On the left-hand side of the screen, in the "**Proposal Form**" <u>tab</u>, you will see "**Proposal Sections**", and immediately below you will see 11 sections listed beginning with "**General Information**".

Γ	Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only			
		1									All changes save automaticall	y
	Proposal Sections			Gene	eral Informa	tion						
	General Info		<	Basic I	nforma	<u>tion</u>						
	Personnel		$\bigcirc$	* Indicates	Required Fi	elds						
	Approvals (Hidden)		$\bigcirc$	PI's Projec	t Title*							
	Research Subjects		0	Lisa's coo	ol project							
	Research Materials		$\bigcirc$	Enter your p	roject title her	e. It can be char	nged later. If unknown, v	vrite "unknown a	at this time"	h		
	Budget			Project Sta	art Date*	Project	End Date*		Proposal Deadline*			
-	Subawarda			12/7/202	23	12/29	/2029		12/7/2023			
	Intellectual Property		<b>S</b>	Indicate the date.	estimated star	t Indicate t date.	he estimated end					
	Export Control		$\bigcirc$									
	Application Abstract		$\bigcirc$	Spons	or Info	mation						
	Attachments And Sub	omission Notes	s 🕑	The Free die					- dhaankaana 19	-		

4. **Carefully review all information provided in each of the 10 sections.** As you move from one section to the next, a green check mark will appear which denotes you have reviewed that section's information.

oposal Sections	General Info		
General Info 🛛 🕹	Basic Informati	ion	
Personnel	* Indicates Required Field	ds	
Approvals (Hidden)	PI's Project Title*		
Research Subjects	Lisa's cool project		
Research Materials	Enter your project title here. I	t can be changed later. If unknown, write	"unknown at this time"
Budget	Project Start Date*	Project End Date*	Proposal Deadline*
	12/7/2023	12/29/2029	12/7/2023
Subawards	Indicate the estimated start date.	Indicate the estimated end date.	
Intellectual Property			
Export Control			
Application Abstract	Spancar Inform	nation	
Attachments And Submission Notes	<u>sponsor inform</u>	nation	
•	The Funding Agency, or S	ponsor, field is for the agency to whi	ich you are directly applying. The
	if ABC university is applyi	ing to Federal Agency XYZ and Mar	through federal funds. For examp shall will be a subaward, ABC
	University should be liste	d in the first field and Federal Agend	cy XYZ should be listed in the



5. In the event you do not wish to certify the proposal (i.e., you reviewed it and would like to make changes), please **contact your assigned Grants Officer for assistance.** 

6. To certify the proposal, **click the blue "Certify Proposal" button**.

Complete Review       PI: Christine Jo       Sponsor: U.S. Department of       Project Start 7/1/2023       Project: 23-0         Certify Proposal       Admin Unit: VP For Rese       Prime Sponsor:       Project End       9/1/2023         Route for Review       Sponsor Deadline: 5/1/2023       Instrument       Grant	My Actions	Proposal Summary	Under Review
Total Sponsor Costs: 15000	Complete Review Certify Proposal	PI: Christine Jo     Sponsor: U.S. Department of     Project Start 7/1/2023       Admin Unit: VP For Rese     Prime Sponsor:     Project End     9/1/2023       Sponsor Deadline: 5/1/2023     Instrument     Grant	Project: <u>23-0108</u>
	Route for Review	Total Sponsor Costs: 15000	

7. The Confirm Certification screen will appear. **Check the box** to "Confirm my Certification". You may enter comments, but they are not required. **Then click the blue "Certify" button**.

	Confirm Certification		×
-	Confirm my Certification		
		Cancel	Certify

By Clicking "Certify" the PI/Co-PI are certifying they acknowledge the responsibility associated with their role and agree to comply with the sponsoring agency's terms and conditions for awards.



Below is an alternative method to access your Cayuse Proposal.

Alternative Step 1: **Navigate to** Cayuse Sponsored Projects at <u>https://marshall.app.cayuse.com/ (</u>You may be asked to **login to Cayuse** using your MUNet username and password.) Once logged in you will see a Cayuse landing page like the one below. This is the "**My Tasks**" dashboard.

	Му	Tasks			+ New 1	Fask
		Assigned to	Me Created	by Me	Open	All
Task 🗢	Task Type	From Assigned To	Created \$	Last Activity	Due 🔻	Status
						~

Alternative Step 2: From the "My Tasks" dashboard, you will see a list of all proposals that require your certification. **Click the proposal number** to begin the certification process.

Ś	cayuse platform Home					🔒 💦 Prod	ucts 🔻	- 3882
		Му	/ Tasks				+ New	Task
				Assigned to N	le Created	by Me	Open	All
	Task 🗢	Task Type	From	Assigned To	Created 🜩	Last Activity	Due 👻	Status
	Certify Proposal - 23-0108-P0001	Other		Me	04/03/2023	04/03/2023		Open
	10 per page 🔺	Showing	g 1 of 1 ite	ms				

After clicking the proposal number, you will be directed to the proposal form.

Complete Review	PI: Christine Jo Sponsor: U.S. Department of Project Start 7/1/2023	
Certify Proposal Route for Review	Admin Unit: VP For Rese     Prime Sponsor:     Project End     9/1/2023       Sponsor Deadline:     5/1/2023     Instrument     Grant	Project: <u>23-0108</u>
	Total Sponsor Costs: 15000	

You will then continue with Step #3.