



## 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



Cayuse Administration <do-not-reply@cayuse.com>



Mon 4/3/2023 10:20 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

Dear

A proposal on which you are listed on the research team has been distributed for review. Your certification is required before this proposal may be submitted to the sponsor.

Please complete this action at your earliest convenience to ensure the proposal can be reviewed and submitted prior to the sponsor deadline.

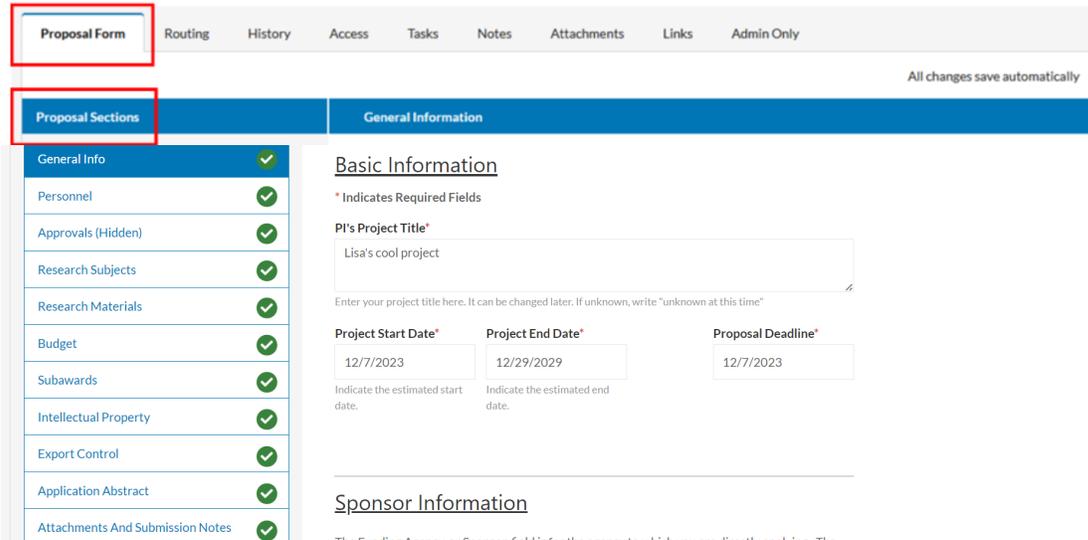
To certify this proposal, please log in to [Cayuse Sponsored Projects](#).

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.

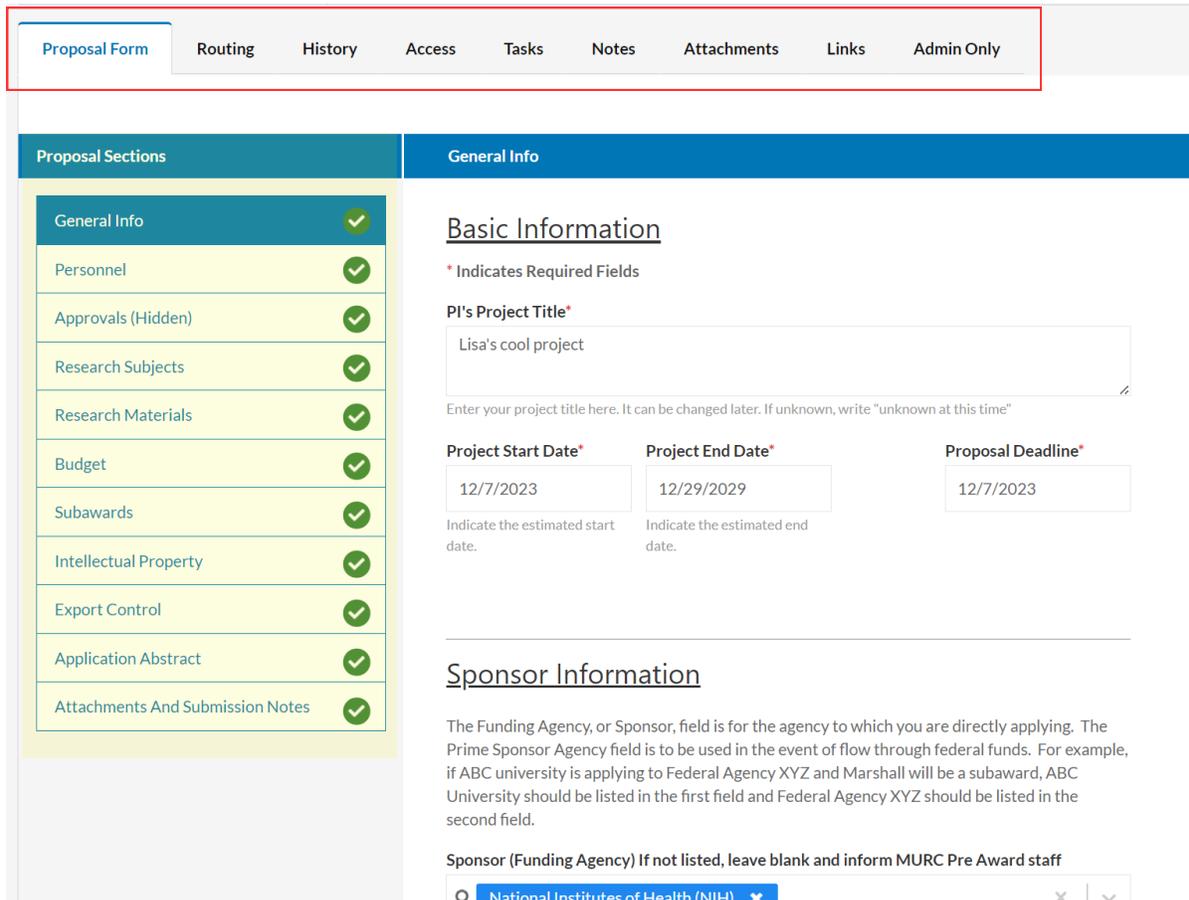
The screenshot shows the Cayuse Sponsored Projects web interface. At the top, there is a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. The main content area displays the proposal title 'Johnson: DoE; Where is the windiest place on Earth?' and a link to 'My Active Projects / Johnson:DoE:Where is the windiest place on Earth? / 23-0108-P0001'. Below this, there is a 'My Actions' section with buttons for 'Complete Review', 'Certify Proposal', and 'Route for Review'. The 'Proposal Summary' section shows details such as 'PI: ', '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', and 'Total Sponsor Costs: 15000'. A 'Project: 23-0108' label is also visible. At the bottom, there is a 'Proposal Form' section with tabs for 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. A footer note states 'All changes save automatically'.



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



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.





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**.

Johnson: DoE; Where is the windiest place on Earth?  
[My Active Projects](#) / [Johnson: DoE: Where is the windiest place on Earth?](#) / [23-0108-P0001](#)

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

Proposal Form    Routing    History    Access    Tasks    Notes    Attachments    Links    Admin Only

All changes save automatically

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 [X]

Confirm my Certification

Comment

Please add a comment.

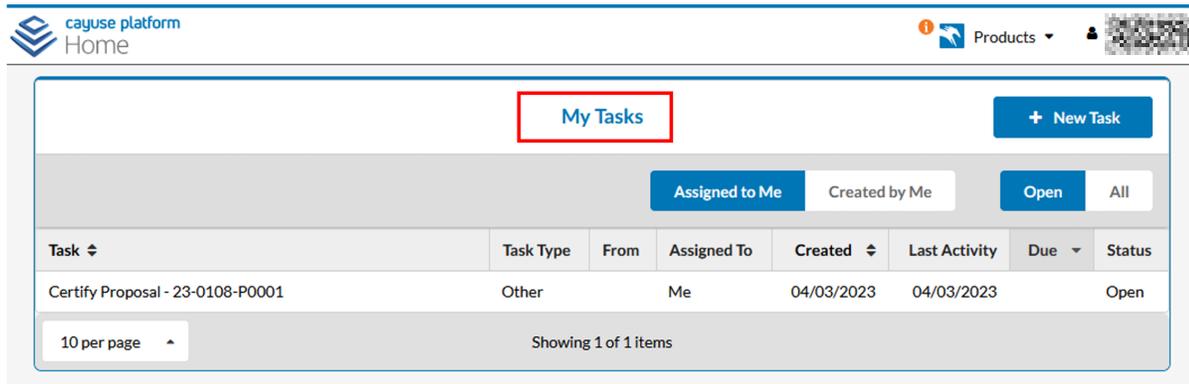
Cancel    **Certify**

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.

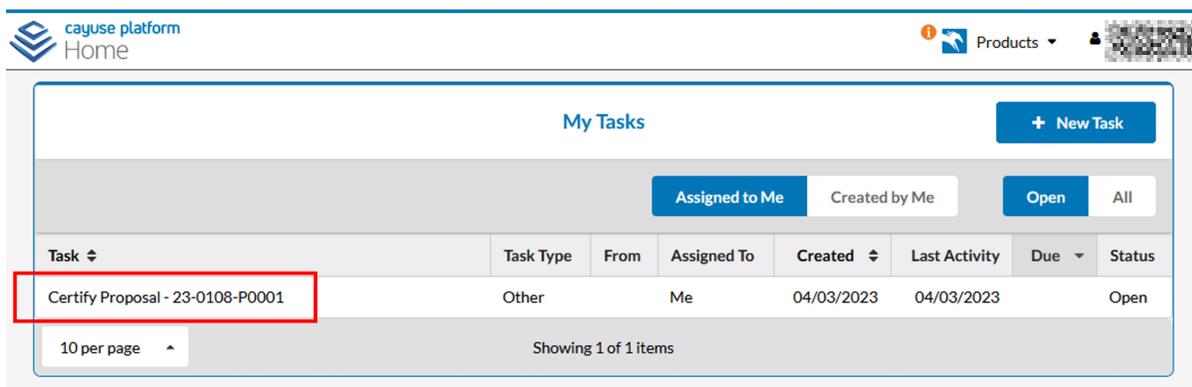


Below is an alternative method to access your Cayuse Proposal.

Alternative Step 1: **Navigate to** Cayuse Sponsored Projects at <https://marshall.app.cayuse.com/> (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.



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.



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



You will **then continue with Step #3.**