How to Review and Approve Cayuse Proposals
(Department Chairs, Directors, Deans)

1. After the members of the research team (PI and Co-PIs) have certified the information in the proposal record form (formally known as the Authorization to Submit Form) within Cayuse SP and the documents attached to the form, the department heads or directors/deans will receive an email that contains a direct link to review, approve, or disapprove the proposal.

A sample email message looks like this:

2. Click the link in the email message and you will be launched into the proposal record form. You will be asked to login to Cayuse using your MUnet username and password (this is the username you would use to log in to MYMU and other MU applications). If you encounter any issues logging in please contact Joe Ciccerello at ciccarello@marshall.edu
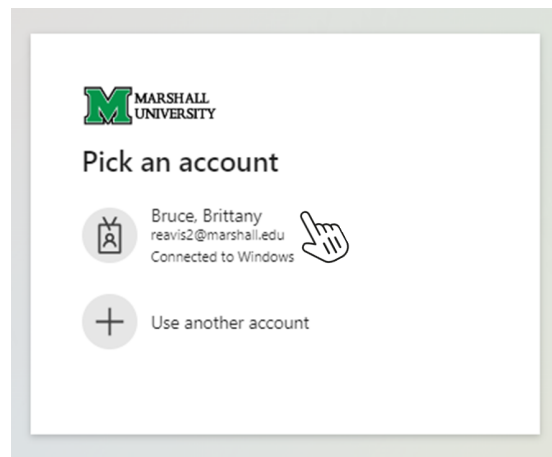
3. Once logged in you will then see the Cayuse Platform Homepage similar to the one below. Under My Actions, you should see Complete Review.

4. **Locate the Proposal Section tabs that have a green check mark to the right.** These are the sections highlighted in yellow below not the top tabs in red. You will see 10 sections listed beginning with *General Information*.

5. **Carefully review all information provided** in <u>each</u> of the 10 sections.

6. **<u>Approving</u> the Proposal Record Form.** Navigate to the *My Actions* section and *click Complete Review.*

7. **Select Approve** from the dropdown menu. You have the option to enter any optional comments. Then click *Save.* The proposal record is now approved by you.

8. **Disapproving the Proposal Record Form.** If you have reviewed the proposal and you believe it needs some corrections, navigate to *My Actions* and *click Complete Review*.

9. **Select Return In Development** from the dropdown menu and add required comments/reason for disapproval. Then click *Save.*

The proposal record will be returned to an "In Development" status which will allow any corrections to the information in the form. Once the corrections have been made, the proposal will be re-routed from the beginning.