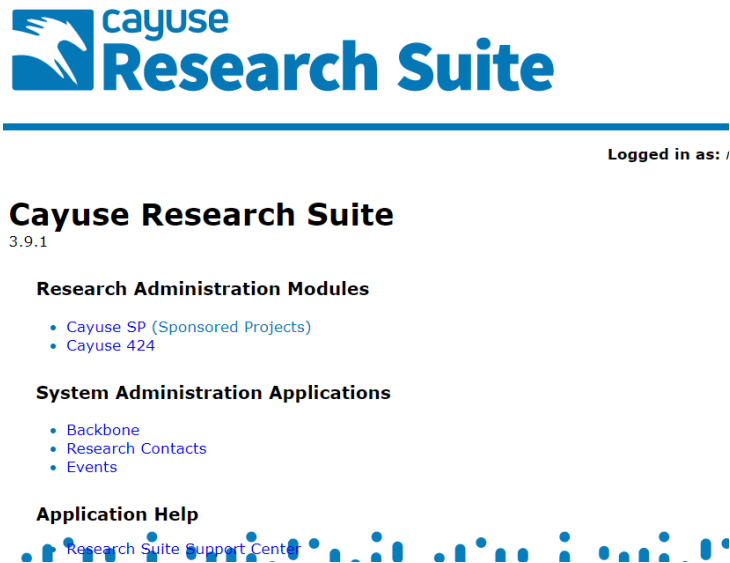
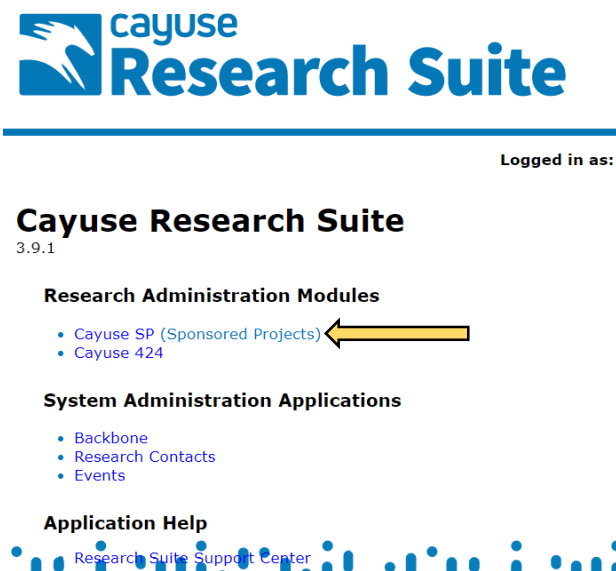


How to Review and Approve Cayuse Proposals (Department Chairs and Deans)

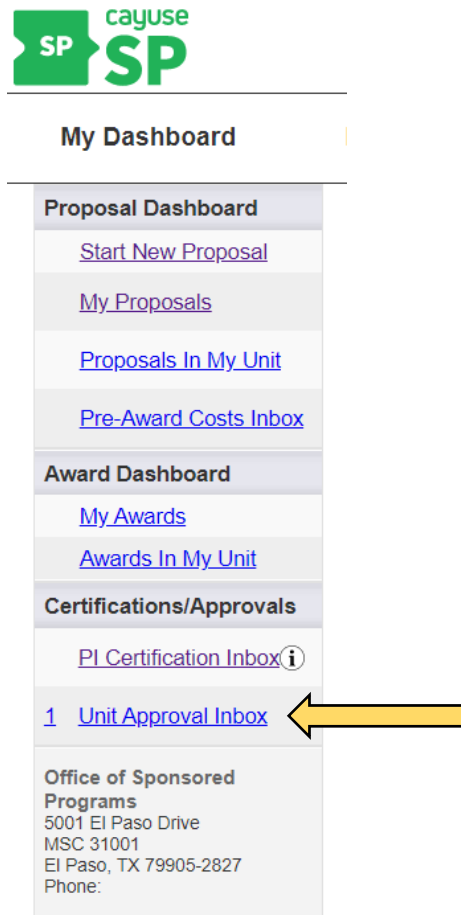
1. Login to Cayuse using your TTUHSC eRaider and password. To get to Cayuse you can click the link (<https://ttuhsc.cayuse424.com/>) found on the OSP website. Once logged in you will see a Cayuse landing page like the one below.



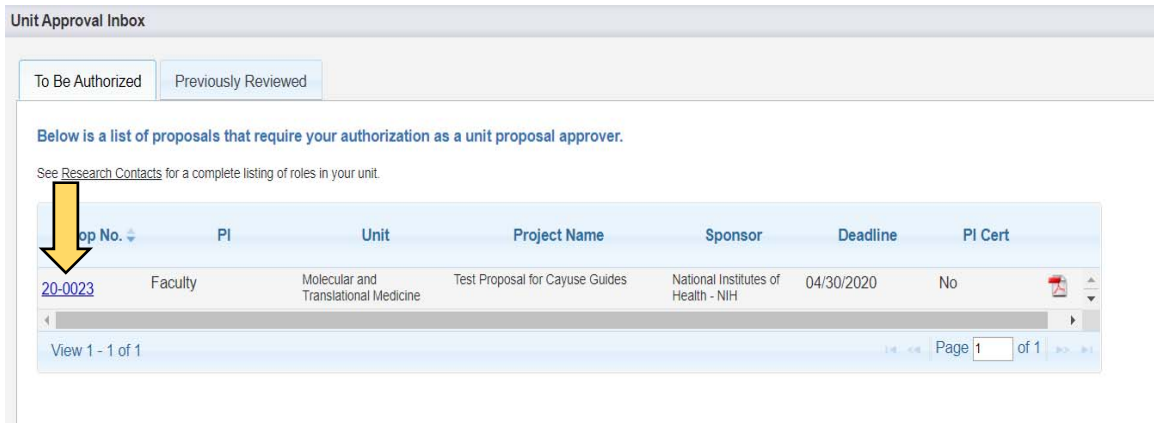
2. Click on **Cayuse SP (Sponsored Projects)** found on the Cayuse landing page.



3. Click on the [Unit Approval Inbox](#) link found on the left-hand side of the Cayuse SP landing page.



4. Click the "To Be Authorized" tab. You will see a list like the one below of all proposals that require your approval. To begin the approval process click on the [blue](#) proposal number.



- After clicking the proposal number the screen below will appear. Click on “View IPF” to review the proposal.

Proposal Routing Status

Proposal: **20-0023** Sponsor: National Institutes of Health - NIH Submission Deadline: 4/30/2020

Project: Prime Sponsor: Proposed Begin-End Dates: 9/01/2020 - 8/31/2022

Lead PI: **Frances Faculty** Instrument Type: NIH Grant Proposed Total Amount: \$382,500.00

Admin Unit: Molecular and Translational Medicine Specialists: [Teresa Adame](#)

Project Title: TA Test Proposal for Cayuse Guides

View IPF Proposal Reject Proposal

Approvals Compliance Status History Pre-Award Costs Awards

- You will see the General Project Information screen like the one below. Click on each blue link to review all proposal information. After review, you will need to click the “Authorize Proposal” or “Reject Proposal” button.

SP cayuse

My Dashboard Reporting More

Item List 20-0023

View or Edit completed sections by clicking the name next to the check.

- General Project Information >>
- Principal Investigators and Senior Key Personnel
- Budget (OSP Only)
- Lead Principal Investigator Certifications and Assurances
- Regulatory Compliance
- Subawardees
- Export Control
- Intellectual Property
- Additional Project Information
- Proposal Attachments (OSP Only)
- Approving Departments/Units (OSP Only)
- Submission Notes (optional)

View Routing Status

Authorize Proposal

Reject Proposal

>> General Project Information

*** All proposals must be started by the Principal Investigator a minimum of 30 days prior to the agency deadline.***

Please complete all required fields on this page then click **SAVE** (found at the bottom of the page).

Please select "Sponsor Not Listed" if the Sponsor or Prime Funding Agency is not available.

NOTE: To avoid system issues, proposals will be paired by OSP. **Please should NOT pair proposals.**

* Indicates Required Fields

Sponsor Information

* Sponsor: National Institutes of Health - NIH

Funding Opportunity/Sponsor application No: PA-19-2341

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

General Proposal Information

* Admin Unit: Molecular and Translational Med

* Primary Administrative Contact: Beverley Court

Proposal Owner: Munmun Chattopadhyay

Project No:

Project Name: Test Proposal for Cayuse Guides (external reference name)

Start Date: 09/01/2020

Project End Date: 08/31/2022

* Activity Code: Applied Research

* Proposal Type: New Proposal

* Instrument Type: NIH Grant

Mechanism: R-Series (click here for definition)

How will this proposal be submitted?

Select Submission Method: Cayuse 424

Affiliated Unit(s) (if applicable): Click Here to Choose Affiliated Unit(s)

* Sponsor Deadline: 04/30/2020 Time: 5 pm

Postmark: Receipt:

* Title of Project: TA Test Proposal for Cayuse Guides

7. If you clicked “Authorize Proposal” the screen below will appear. You may enter comments in the comment box, but comments are not required. Clicking the “Submit Authorization” button will approve the proposal and notify OSP that the proposal has been signed.

>> Proposal Authorization

As Chair/Director/Dean, I understand and assume the following responsibilities with respect to this application:

- It is an appropriate activity within the department and supports the mission of the institution.
- That the department has agreed to provide the resources identified in this application.
- When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the institution in the event that the sponsor is unable to pay the institution for research expenses incurred during the ;
- The institution's Requirements for Principal Investigator (PI) [Status Operating Policy and Procedure \(OP\) 73.08](#) requires that a TTUHSC El Paso PI must have a faculty appointment, be a full-time (greater than 50%) employee of TT received an exception from the TTUHSC El Paso Vice President for Research.

In the event that I have delegated my signature authority to the person signing this Internal Processing Form in my absence, a copy of the delegation has been provided to OSP. However as Dean/Chair/Director, ultimate responsibility remains with me.

Please enter any comments you might have regarding this proposal in the box below.

Submit Authorization Cancel

8. If you click “Reject Proposal” (as mentioned in step 6 above), you will see a screen like the one below. If you are sure you do not want to approve the proposal, you must enter comments and click the “Submit Rejection” button. As soon as the “Submit Rejection” button is clicked the PI and OSP will be notified by the system.

SP cayuse

My Dashboard Reporting More

>> Proposal Rejection

Required: Please provide the Lead PI with the reason(s) why you are rejecting this proposal.

Once your rejection has been submitted, the Lead PI will have edit access to the proposal and can make revisions to this record.

For all Certification/Authorization/Rejection statements, users are required to leave a comment regarding their decision.

Please enter any comments you might have regarding this proposal in the box below.

Submit Rejection Cancel