

How to Certify Cayuse Proposals (PIs and Co-PIs)

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



Logged in as: /

Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

[Research Suite Support Center](#)

2. Click on [Cayuse SP \(Sponsored Projects\)](#)



Logged in as:

Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#) ←
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

[Research Suite Support Center](#)

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

My Dashboard

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Pre-Award Costs Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [2 PI Certification Inbox](#) ←
- [Unit Approval Inbox](#)

Office of Sponsored Programs
5001 El Paso Drive
MSC 31001
El Paso, TX 79905-2827
Phone:

4. On the right-hand side of your screen click the “To be Certified” tab and you will see a list of all proposals that require your certification. Click on a **blue** proposal number to begin the certification process.

>> PI Certification Inbox

To be Certified | Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
4/01/2020	20-0023	Test Proposal for Cheat Sheet	National Institutes of Health - NIH	04/30/2020	
	20-0012	MH Test Proposal: RDI	University of Texas at El Paso - UTEP	03/31/2020	

5. After clicking the proposal number, the following screen will appear. Click the “Certify Proposal” button.

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:	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 Cheat Sheet		

View IPF **Certify Proposal** ←

Approvals Compliance Status History Pre-Award Costs Awards [Print] [Refresh]

6. When the “Certify Proposal” button is clicked, you will see the information below. Carefully read all information provided. Add any notes you desire and click the “Submit Certification” button. The proposal is now officially certified.

My Dashboard Reporting More

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject the investigator and the institution to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project.
- If awarded, I will provide all required reports.
- If awarded, I will comply with all state and federal regulations, institutional policies and contractual obligations throughout the duration of the project.
- If awarded, I will comply with all Export Control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

The above proposal has been reviewed by OSP and is ready for PI approval. All PIs and Co-PIs are required to certify before the proposal can be submitted to the sponsor. If you require any critical changes prior to certifying the proposal, please contact the assigned OSP research administrator for assistance.

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

Comments can be entered here but are not required.

→ Submit Certification Cancel

7. 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 OSP research administrator for assistance.