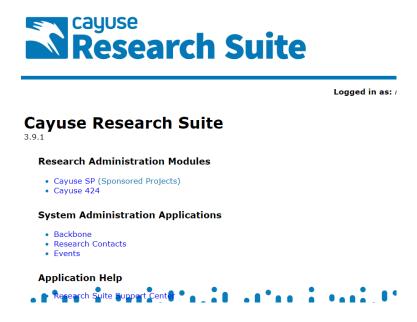
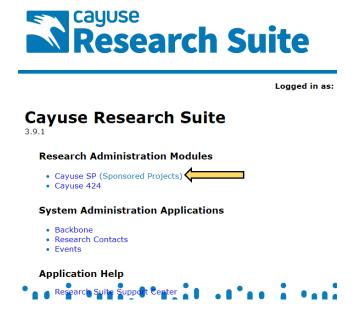
How to Certify Cayuse Proposals

(PIs and Co-PIs)

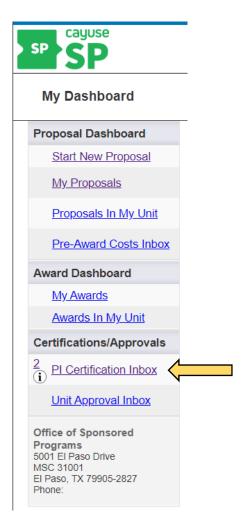
 Login to Cayuse using your TTUHSCEP eRaider and password. To get to Cayuse you can click the link (https://ttuhscep.cayuse424.com/) found on the OSP website. Once logged in you will see a Cayuse landing page like the one below.



2. Click on Cayuse SP (Sponsored Projects)



3. Click on the PI Certification Inbox link found on the left-hand side of the Cayuse SP landing page.



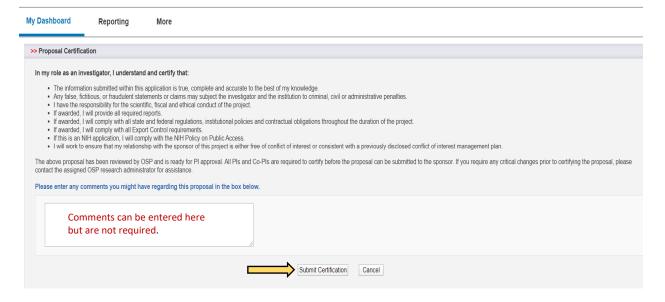
4. On the right-hand side of your screen click the "To be Certified" tab and you will see a list of all proposals that require your certification. Click on a blue proposal number to begin the certification process.



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



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.



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.