

CAYUS Esearch Suite



Proposal Review & Approval Process College & Department Reviewer

In Cayuse SP, ChairsASM's, and Deans will have access to proposals for internal clearance and routing processes within their department or College by following the steps in this guide. For further instructions or questions, you may contact your ORSP PreAward Specialist for assistance.



Welcome to Sponsored Projects

Proposals that need your attention will appear in your "Unit Approval Inbox". Once the PI has approved their proposal, Chairs, ASMs, and Deans will each be required to log in, view,

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Awards In My Unit	Use Awards in my unit to view awards in administrating units to which you have way a start () and Award Data Access.											
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PI Certification Inbox	 Use PI Certification Inbox to certify proposal records on which you are listed as the Lead PI or PI. Use Unit Approval Inbox to authorize proposal Approver. 											
Unit A	Technical Support											
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00 State University Drive uite 332	 Email: orsp-preawa Phone: 562.985.81 	ard@csulb.edu 47										
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nail: ORSP-PreAward@csulb.edu												

Unit Approval Inbox: Click to see an overview of all the proposals in your queue.

Unit Approval Box

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<u>My Proposals</u>	To Be Authorized Previously Reviewed
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Pre-Award Spending Inbox	
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PI Certification Inbox	

Authorized Reviewer : A reviewer is required to review all of the information before "Approving" proposal

Parallel Routing:

College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

Steps to Follow :

- 1. PDF Icon: Reviewthe proposal attachments by clicking of the "pdf" icon (e.g., budget, justification, FCOI, etc.)
- 2. Proposal Number : Each proposal will be automatically assigned a proposal number. Click on the Proposal Number to access the proposal



Proposal Certification

Please enter any comments

Unit Approval Inboxx

After certification has been submitted, Cayuse SP will navigate back to the Unit Approval Inbox.

Proposal Dashboard	>> Unit Approval Inbox							
Start New Proposal								
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Proposals In My Unit	Below is a list of pro	posals that r	in you authorization					
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My Awards								
Awards In My Unit	No records found.							
Certifications/Approvals								
	11							
Unit Approval Inbox >>								
Office of Research and Sponsored Programs								
8300 State University Drive Suite 332 Long Beach, CA 90815								



Reviewer has completed the Routing Review and Approval process. What happens next?

Log Out: If no more proposals remain in your inbox for review, you may "Log-Out" of Cayuse SP.

To be Authorized Tab: To review additional Routing Proposals in your Inbox, you can access them here. Click on "Proposal Number" and start process over again (reference screens 4 6)