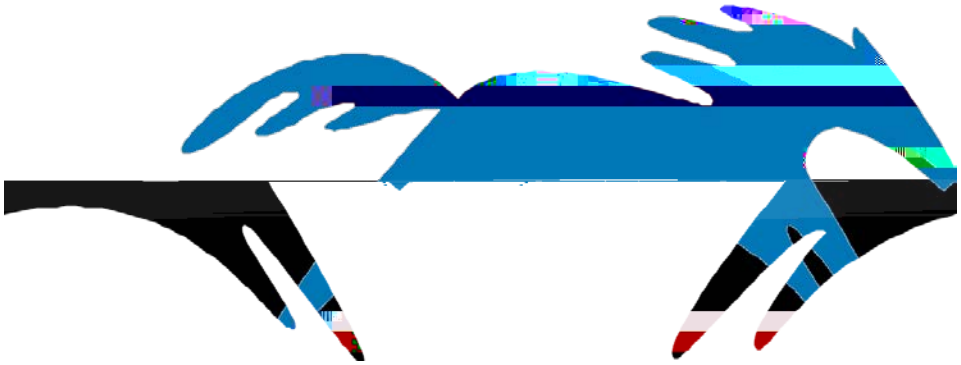
CAYUSE Research Suite



Proposal Review & Approval Process

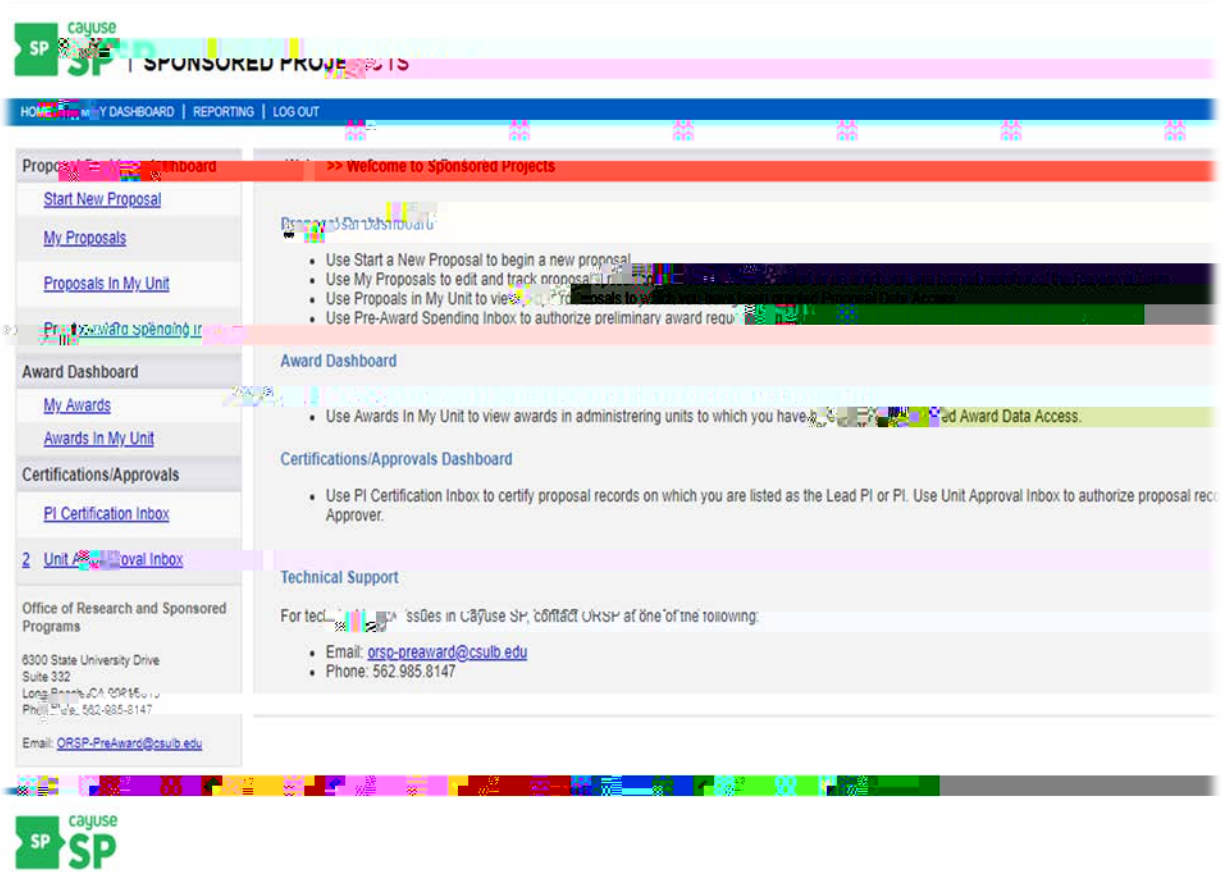
College & Department Reviewer

In Cayuse SP, Chairs, ASM'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.

CAYUSE Log

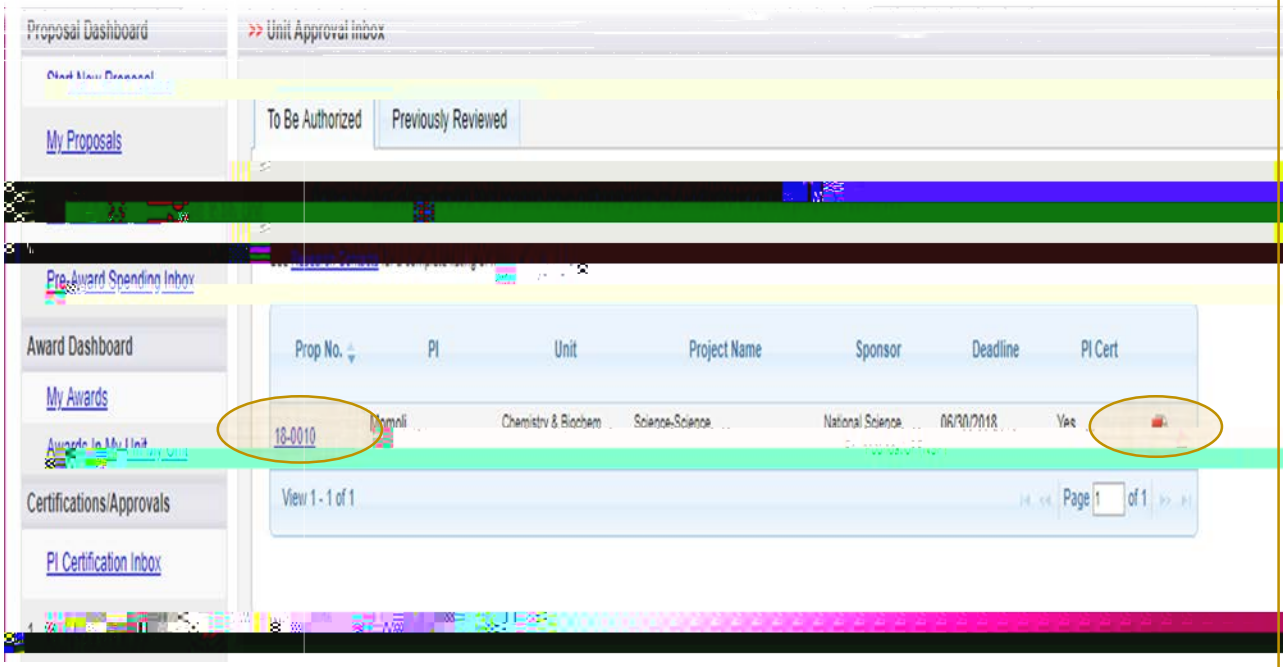
Welcome to Sponsored Projects

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,



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

Unit Approval Box



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.)

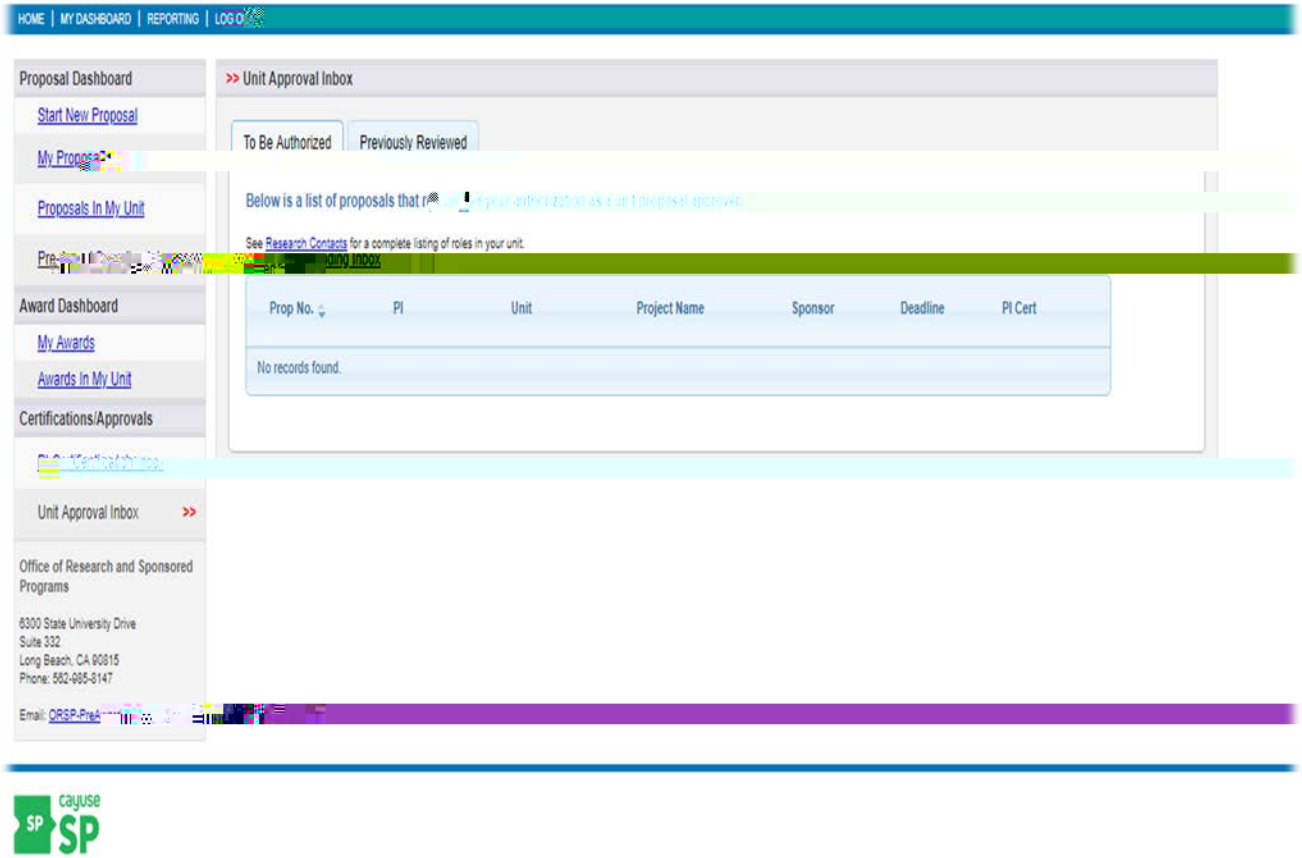
2. Proposal Number : Each proposal will be automatically assigned a proposal number. Click on the Proposal Number to access the proposal

Proposal Certification

Please enter any comments

Unit Approval Inbox

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



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)