Instructions for Reviewing and Approving Proposals in Cayuse SP
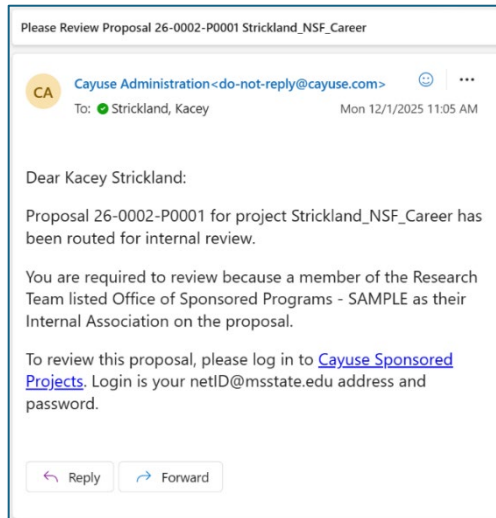
1) You will receive an email from Cayuse Administration informing you that a proposal has been routed to you for review. Click on the hyperlink and when prompted enter your MSU username and password.

2) Once in the system, a dashboard will be displayed showing your **Tasks**. Click on the hyperlink for that proposal and it will take you directly to it.

3) Once you are in the proposal, go to **Proposal Sections** in the bottom left side of the screen.

Red circles indicate that the section needs review. As you click through and review each section, the circles will change from red to green.

4) Proposal Sections:
   a. General Information
      i. Review general information such as sponsor, title, start and end dates, coding of research activities for HERD reporting, etc.
   b. Key Personnel
      i. Review project personnel and Credit percentages.
   c. Summary Budget
      i. Review the budget, budget justification, F&A rate, and cost share.
   d. Performance Sites
      i. Review the performance site(s) and if there will be any subrecipeints.
   e. Subawards
      i. Review information about subrecipients including budgets and statements of work.
   f. Research Compliance
      i. Review information pertaining to Human Subjects, Animal Subjects, and Research Materials.
   g. Research Security
      i. Review information pertaining to Export Control, Data Security, Foreign Travel, and Foreign Talent and Involvement.
   h. Intellectual Property
      i. Review information pertaining to IP.
   i. Conflicts of Interest
      i. This table will populate after all PIs and Co-PIs have completed their research-based disclosure and the system has synchronized with the proposal data which takes 24 hours.
   j. Additional Information
      i. Review any other information included here. It may be blank.

Tabs are across the top and can be clicked through, but this is not required.

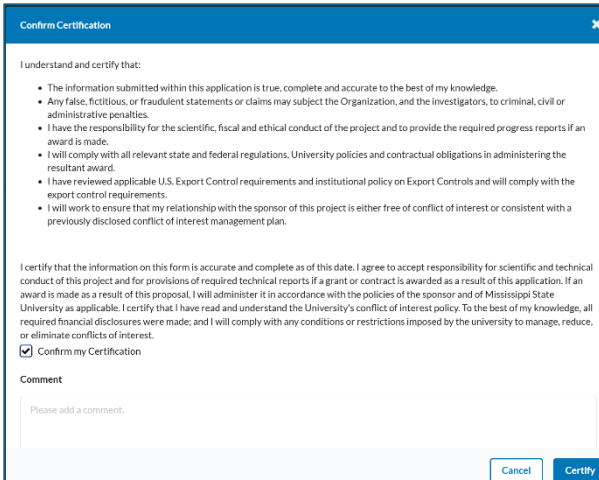| Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links

The tabs you may want to review are the **Routing Tab** which displays messages that other reviewers have added during the routing process.
The **Notes Tab** and the **Attachments Tab** may contain other information not uploaded in the proposal sections above.

5) If you are the **PI, co-PI, or other Key Personnel**, you will **Certify** the proposal after reviewing all sections.

6) If you are a **Dept Head, Associate Dean, Dean, Supervisor, or VP** of any of the Key Personnel, you will 'Complete Review' Go to "My Actions" section in the top left corner of the screen and select the blue 'Complete Review' button.

A popup box will be displayed with the Review Decisions. Selecting 'Return to In Development' moves the proposal back to an editable state to address issues or concerns. Comments entered in the text box will be visible to everyone in the routing chain.

Note: Returning a proposal to In Development also restarts the routing chain. If the issue or concern is minor, you can reach out to the OSP Administrator to resolve instead of returning a proposal to In Development.