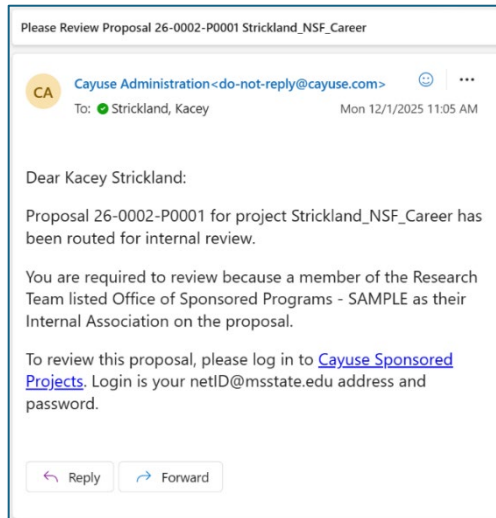


Instructions for Reviewing and Approving Proposals in Cayuse SP

- 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.

Products

Walter Hawkins

My Tasks

+ New Task

Assigned to Me

Created by Me

Open

All

Task #	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Attach budget justification. I'll do the budget template.	SP Ad Hoc Task	Isaac Newton	Me	06/26/2023	06/26/2023	06/30/2023	Open
Please review the budget.	SP Ad Hoc Task	Me	Me	08/28/2023	08/28/2023	09/01/2023	Open
Send budget to UC Davis for review.	SP Ad Hoc Task	Me	Me	08/28/2023	08/28/2023	09/01/2023	Open
Address IRB Reviewer Comments	Ad Hoc Task	Me	Me	01/21/2022	08/28/2023	09/01/2023	Open
Please re-upload your CV. There are errors on the PDF.	Ad Hoc Task	Emmett Chappelle	Me	06/09/2022	08/28/2023	09/05/2023	Open
Upload subaward budget and budget justification	Ad Hoc Task	Me	Me	07/22/2022	08/28/2023	09/06/2023	Open
Certify Proposal - 23-0045-P0001	Other		Me	07/11/2023	08/28/2023		Open
Certify Proposal - 22-0004-P0001	Other		Me	05/10/2022	08/28/2023		Open
Certify Proposal - 23-0051-P0001	Other		Me	08/24/2023	08/28/2023		Open

10 per page

Showing 9 of 9 items

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

Proposal Sections	
General Information	✓
Key Personnel	!
Summary Budget	!
Performance Sites	!
Research Compliance	!
Research Security	!
Intellectual Property	!
Conflicts Of Interest	!
Additional Information	!

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 subrecipients.
- 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](#)

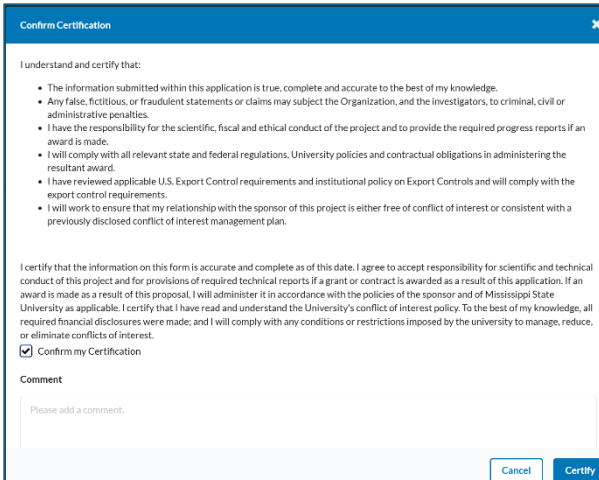
[Notes](#)

[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.



Confirm Certification

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 Organization, and the investigators, to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and institutional policy on Export Controls and will comply with the export control requirements.
- 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.

I certify that the information on this form is accurate and complete as of this date. I agree to accept responsibility for scientific and technical conduct of this project and for provisions of required technical reports if a grant or contract is awarded as a result of this application. If an award is made as a result of this proposal, I will administer it in accordance with the policies of the sponsor and of Mississippi State University as applicable. I certify that I have read and understand the University's conflict of interest policy. To the best of my knowledge, all required financial disclosures were made; and I will comply with any conditions or restrictions imposed by the university to manage, reduce, or eliminate conflicts of interest.

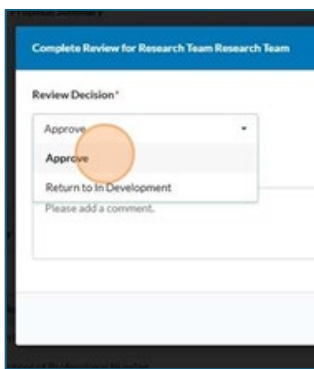
☒ Confirm my Certification

Comment

Please add a comment.

Cancel Certify

- 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.



Complete Review for Research Team Research Team

Review Decision*

Approve

Approve

Return to In Development

Please add a comment.

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.