Cayuse – Proposal Authorization

AUTHORIZATION INSTRUCTIONS

All members listed in an approval queue for a college or departmental unit will receive an automated message that a proposal involving their unit needs approval in Cayuse.

To complete the Authorization process you will need to log in to Cayuse (wayne.cayuse424.com) using your ACCESS ID & password.

Cayuse can be accessed from any location that has internet access. All browsers are supported.

After logging into Cayuse, you’ll see the following screen:

Select Cayuse SP from the Research Administration Modules
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Locate the Unit Approval Inbox on the left hand navigation pane.
Select the Unit Approval Inbox and click the tab that reads To Be Authorized, locate the appropriate electronic IPF and click on the proposal number.
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You will be taken to the Proposal Routing Status for the proposal. Select View IPF to view the SP record. Select Authorize Proposal to authorize. Select Reject Proposal to reject – you will be prompted to provide a reason for rejection.

Be sure to View the Internal Processing Form (IPF) to verify the conflict of interest, time & effort committed and the appropriate scientific discipline, along with all other areas of the IPF.
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If the information is correct return to the Proposal Routing Status and click Authorize Proposal and on the next screen click Submit Authorization.
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Be sure to include any questions or concerns that you may have regarding the information included in the electronic IPF.

There are two ways that you can verify that all certifications are complete:

1. If the Unit Approval Inbox does not have a number on the left hand side, then there are no outstanding certifications.
2. After accessing Unit Approval Inbox if there are no records under the To Be Authorized Tab, there are no outstanding certifications.

If you would like additional training or assistance please contact Tim Foley via email tpfoley@wayne.edu

Also, be sure to visit the SPA website for more learning resources and information about training opportunities.