PI CERTIFICATION INSTRUCTIONS

All members listed on the Research Team of a proposal package must certify the proposal information on the electronic IPF (proposal) Form in Cayuse SP.

To complete the PI Certification 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
Cayuse - PI Certification

Locate the PI Certification/Approval Dashboard on the left hand navigation pane.

Select the PI Certification Inbox and click the tab that reads To Be Certified, locate the appropriate electronic IPF and click on the proposal number.
Cayuse – PI Certification

Below is a list of proposals that require your certification as Lead or Principal Investigator.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Proposal No.</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2013</td>
<td>13-0012</td>
<td>Robin_NSF_April 2013</td>
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</tbody>
</table>
Cayuse – PI Certification

You will be taken to the Proposal Routing Status for the proposal and there will be two buttons, View IPF and Certify proposal.

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.
Cayuse – PI Certification

If the information is correct return to the Proposal Routing Status and click Certify Proposal and on the next screen click Submit Signature/Certification.
Cayuse – PI Certification

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 PI Certification Inbox does not have a number on the left hand side, then there are no outstanding certifications.
2. After accessing PI Certification Inbox if there are no records under the To Be Certified Tab, there are no outstanding certifications.

Additionally, you can view all proposals for which you have completed the certification by accessing the Previously Reviewed Tab.

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.