

Cayuse - PI Certification

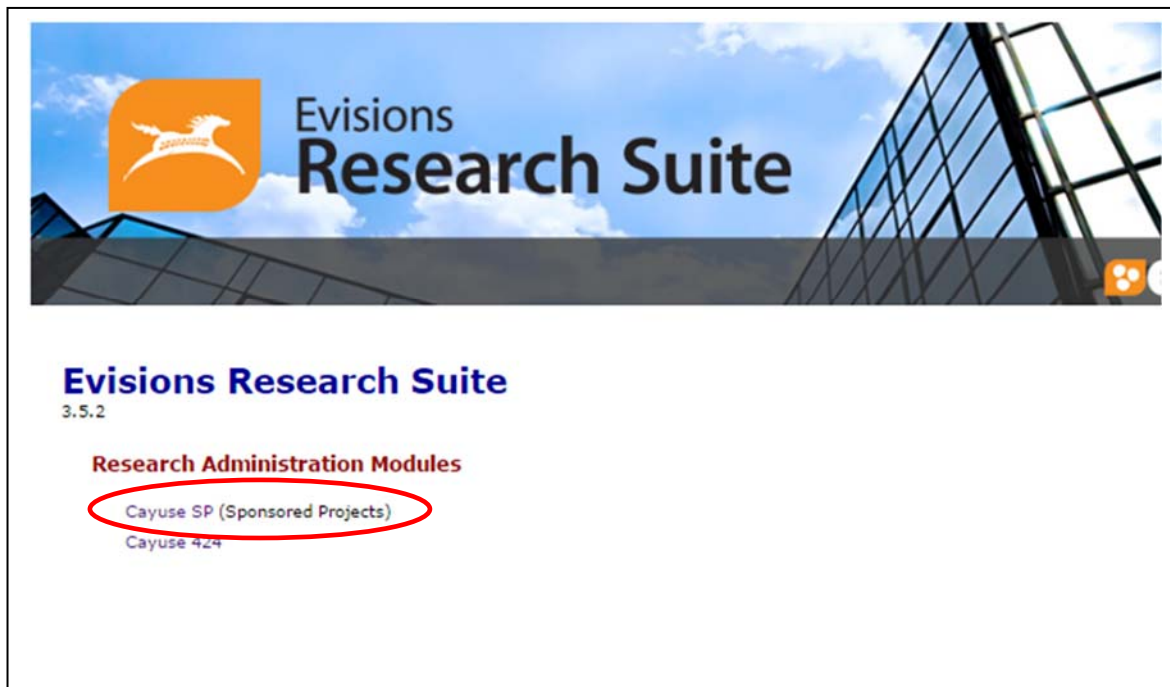
PI CERTIFICATION INSTRUCTIONS

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.

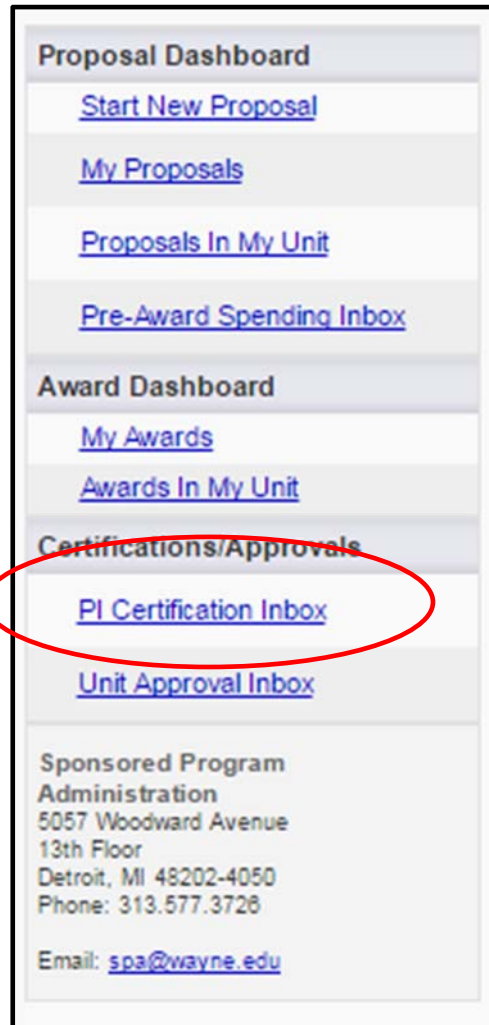
After logging into Cayuse, you'll see the following screen:



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.

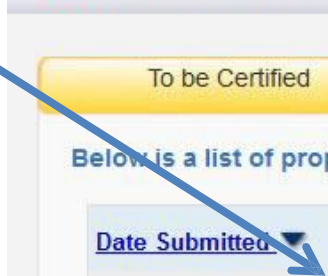
Cayuse – PI Certification

>> PI Certification Inbox

To be Certified Previously Reviewed

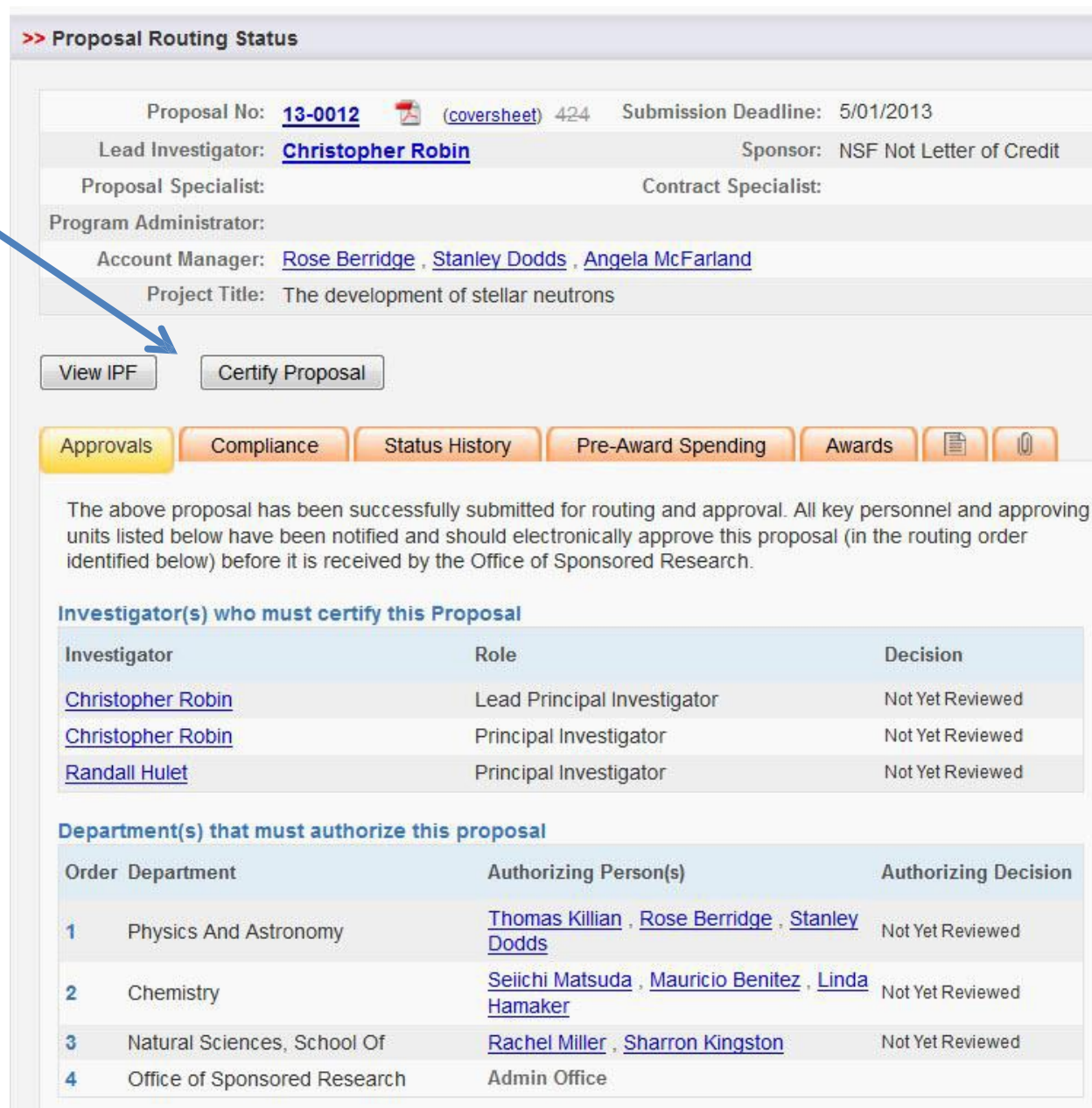
Below is a list of proposals that require your certification as Lead or Principal Investigator.

<u>Date Submitted</u>	<u>Proposal No.</u>	<u>Project Name</u>
4/15/2013	13-0012	Robin_NSF_April 2013
4/15/2013	13-0012	Robin_NSF_April 2013



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



>> Proposal Routing Status

Proposal No: [13-0012](#) (coversheet) 424 Submission Deadline: 5/01/2013

Lead Investigator: [Christopher Robin](#) Sponsor: NSF Not Letter of Credit

Proposal Specialist: Contract Specialist:

Program Administrator:

Account Manager: [Rose Berridge](#) , [Stanley Dodds](#) , [Angela McFarland](#)

Project Title: The development of stellar neutrons

Approvals Compliance Status History Pre-Award Spending Awards

The above proposal has been successfully submitted for routing and approval. All key personnel and approving units listed below have been notified and should electronically approve this proposal (in the routing order identified below) before it is received by the Office of Sponsored Research.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Christopher Robin	Lead Principal Investigator	Not Yet Reviewed
Christopher Robin	Principal Investigator	Not Yet Reviewed
Randall Hulet	Principal Investigator	Not Yet Reviewed

Department(s) that must authorize this proposal

Order	Department	Authorizing Person(s)	Authorizing Decision
1	Physics And Astronomy	Thomas Killian , Rose Berridge , Stanley Dodds	Not Yet Reviewed
2	Chemistry	Seichi Matsuda , Mauricio Benitez , Linda Hamaker	Not Yet Reviewed
3	Natural Sciences, School Of	Rachel Miller , Sharron Kingston	Not Yet Reviewed
4	Office of Sponsored Research	Admin Office	

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 Certify Proposal and on the next screen click Submit Signature/Certification.

>> Proposal Certification

In my role as an investigator, 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 University policy on Export Controls and will comply with the export control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- 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.

* Please enter any comments you might have regarding this proposal.



Submit Certification

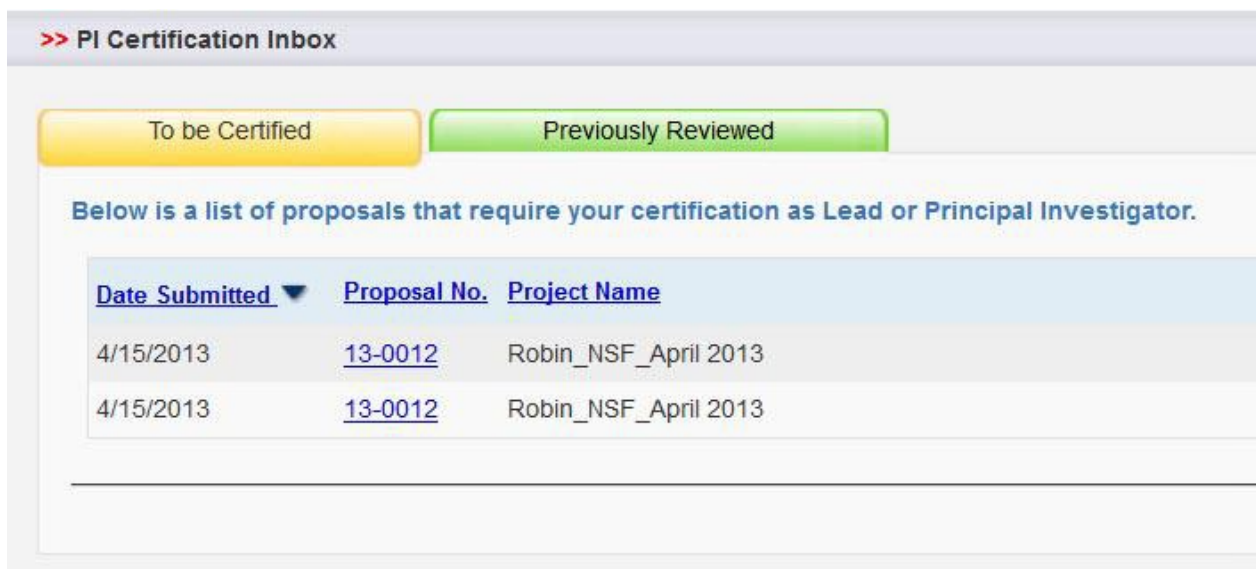
Cancel

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.



>> PI Certification Inbox

To be Certified Previously Reviewed

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<u>Date Submitted</u> ▼	<u>Proposal No.</u>	<u>Project Name</u>
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4/15/2013	13-0012	Robin_NSF_April 2013

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.