

Cayuse – Proposal Authorization

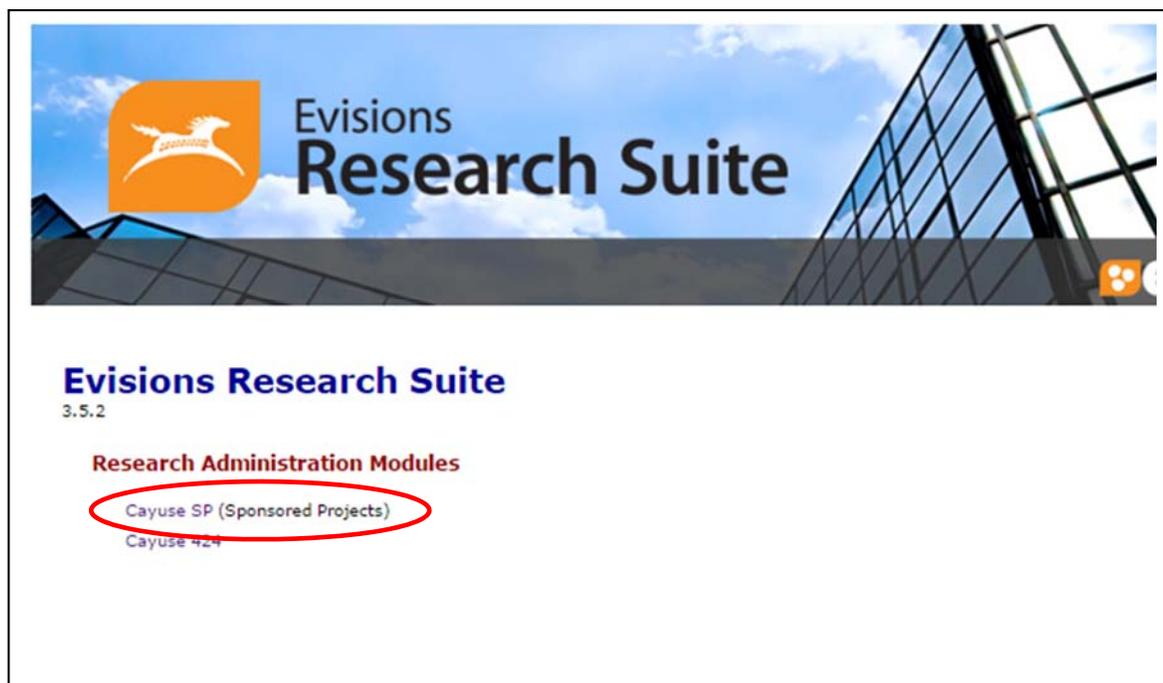
AUTHORIZATION INSTRUCTIONS

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.

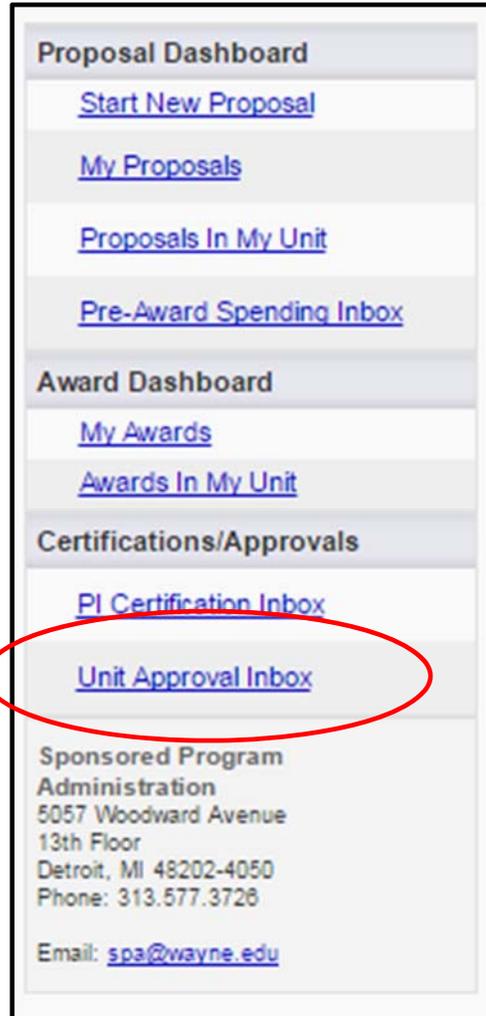
After logging into Cayuse, you'll see the following screen:



Select Cayuse SP from the Research Administration Modules

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Locate the Unit Approval Inbox on the left hand navigation pane.



The image shows a vertical navigation pane with several sections. The sections are: Proposal Dashboard, Award Dashboard, Certifications/Approvals, and Sponsored Program Administration. The 'Unit Approval Inbox' link is circled in red.

Proposal Dashboard
Start New Proposal
My Proposals
Proposals In My Unit
Pre-Award Spending Inbox
Award Dashboard
My Awards
Awards In My Unit
Certifications/Approvals
PI Certification Inbox
Unit Approval Inbox
Sponsored Program Administration 5057 Woodward Avenue 13th Floor Detroit, MI 48202-4050 Phone: 313.577.3726 Email: spa@wayne.edu

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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.

>> Unit Approval Inbox

To Be Authorized Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.

See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
17-0040	Foley	Sponsored Program Administrati	Placeholder Proposal for Coeus Gap	Research Stimulation - OVPR	01/01/2017	Yes
17-0038	Foley	Sponsored Program Administrati	test	National Institutes of Health - NIH	01/26/2017	No
17-0037	Foley	Sponsored Program Administrati	test	National Sleep Foundation - NSF	01/19/2017	Yes
17-0030	Foley	Sponsored Program Administrati	12/9 Example	National Institutes of Health - NIH	12/09/2016	Yes

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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.

>> Proposal Routing Status

Proposal No: [17-0040](#)

Project No:

Lead Investigator: [Timothy Foley](#)

Sponsor: Research Stimulation - OVPR

Project Title: Placeholder Proposal for Coeus Gap

[View IPF](#) [Authorize Proposal](#) [Reject Proposal](#) [Administer Proposal](#)

[Approvals](#) [Compliance](#) [Status History](#) [Pre-Award Spending](#) [Awards](#)

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed t

Investigator(s) who must certify this Proposal

Investigator

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.

>> Proposal Authorization

As Dean/Chair/Director, I understand and assume the following responsibilities with respect to this application:

- It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
- That the Department/Center/Institute has agreed to provide the resources identified in this application.
- When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.
- When applicable, since the University policy mandates only full-time, permanent EPA employees may serve as principal investigator (PI); with respect to this application, I approve that this individual is eligible to serve in the role of PI despite his/her part-time employment status.

In the event that I have delegated my signature authority to the person signing this Internal Processing Form in my absence, a copy of the delegation is on file at my organization. However as Dean/Chair/Director, ultimate responsibility remains with me.

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

Cayuse – Proposal Authorization

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.

>> Unit Approval Inbox

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17-0038	Foley	Sponsored Program Administrati	test	National Institutes of Health - NIH	01/26/2017	No
17-0037	Foley	Sponsored Program Administrati	test	National Sleep Foundation - NSF	01/19/2017	Yes
17-0030	Foley	Sponsored Program Administrati	12/9 Example	National Institutes of Health - NIH	12/09/2016	Yes

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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.