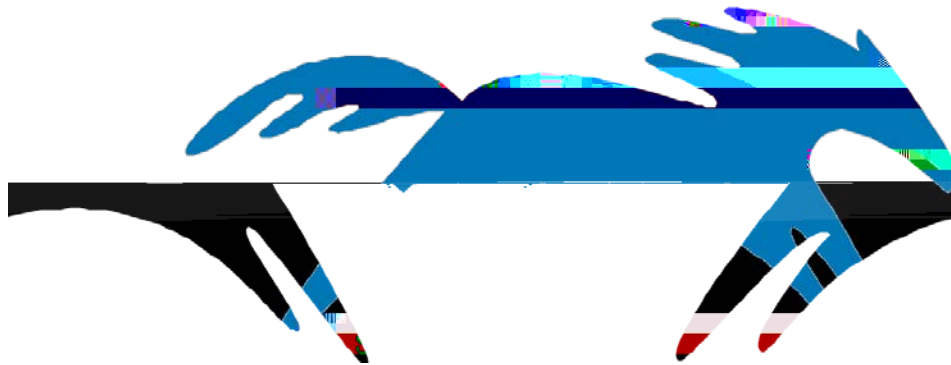




# CAYUSE<sup>®</sup> Research Suite



## Proposal Review & Approval Process

### College & Department Reviewer

In Cayuse SP, Chairs, ASM's, and Deans will have access to proposals for internal clearance and routing processes within their department or College by following the steps in this guide. For further instructions or questions, you may contact your ORSP PreAward Specialist for assistance.

# CAYUSE Log



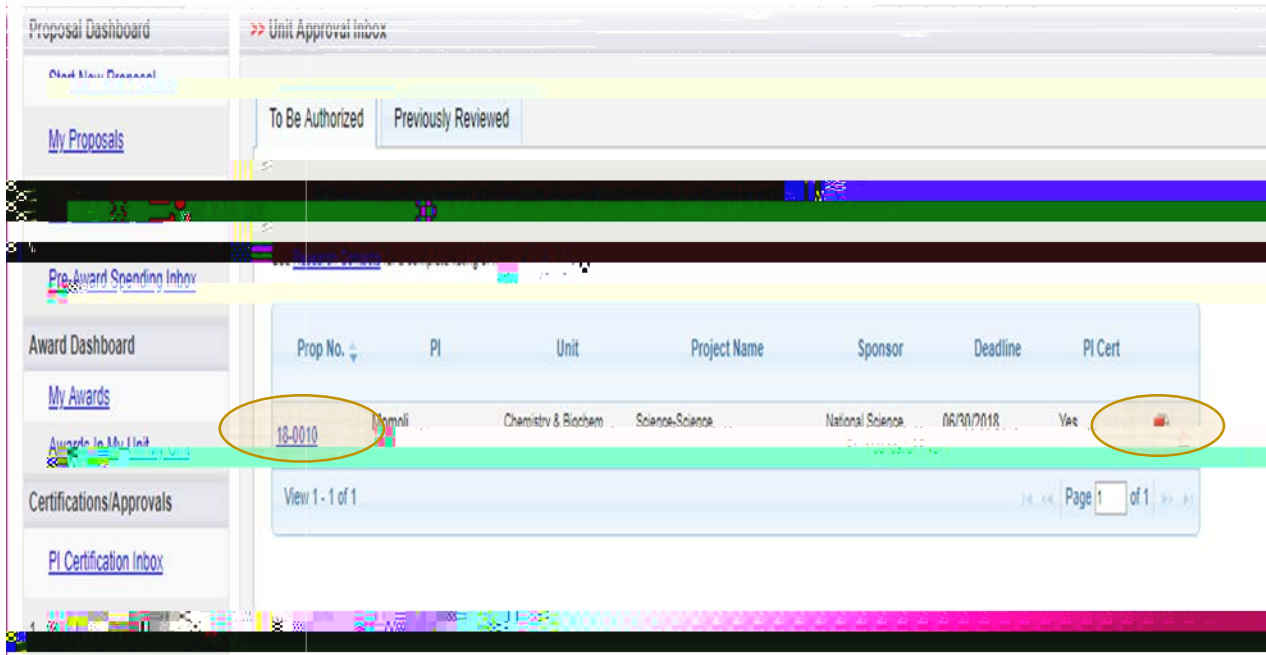
# Welcome to Sponsored Projects

Proposals that need your attention will appear in your “Unit Approval Inbox”. Once the PI has approved their proposal, Chairs, ASMs, and Deans will each be required to log in, view,

The screenshot shows the 'Sponsored Projects' dashboard. On the left is a navigation sidebar with links: 'Start New Proposal', 'My Proposals', 'Proposals In My Unit', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', 'PI Certification Inbox', and 'Unit Approval Inbox'. The main content area has a red header 'Welcome to Sponsored Projects'. Below it are sections: 'Award Dashboard' (with a link to 'Awards In My Unit'), 'Certifications/Approvals Dashboard' (with a link to 'PI Certification Inbox'), and 'Technical Support' (with contact info for ORSP-PreAward@csulb.edu). A footer contains the CSULB logo and contact information: 6300 State University Drive, Suite 332, Long Beach, CA 90840, Phone: 562-985-8147, Email: ORSP-PreAward@csulb.edu.

**Unit Approval Inbox:** Click to see an overview of all the proposals in your queue.

# Unit Approval Box



**Authorized Reviewer :** A reviewer is required to review all of the information before “Approving” proposal

**Parallel Routing:** College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

### Steps to Follow :

- 1. PDF Icon:** Review the proposal attachments by clicking of the “pdf” icon (e.g., budget, justification, FCOI, etc.)
- 2. Proposal Number :** Each proposal will be automatically assigned a proposal number. Click on the Proposal Number to access the proposal

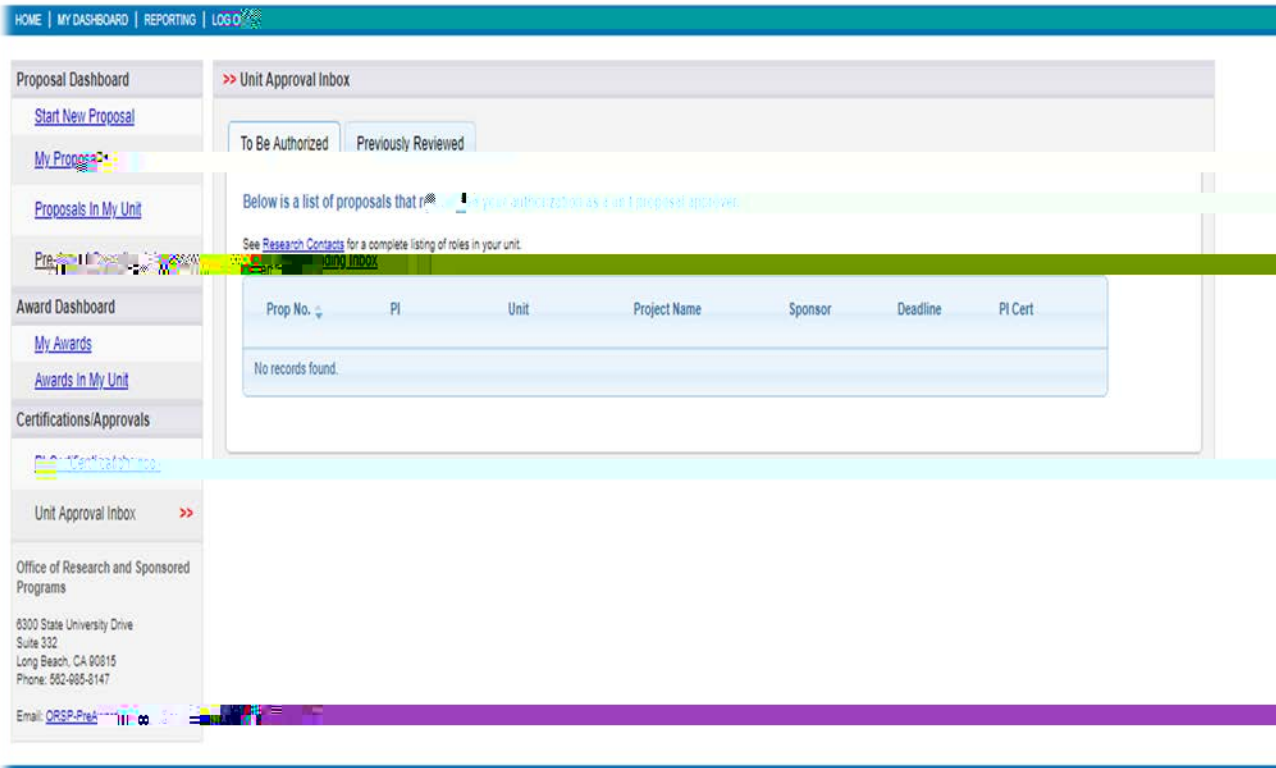
# พจนานุกรมศัพท์ - ศัพท์ภาษาอังกฤษ

# Proposal Certification

Please enter any comments

# Unit Approval Inbox

After certification has been submitted, Cayuse SP will navigate back to the Unit Approval Inbox.



Reviewer has completed the Routing Review and Approval process. What happens next?

**Log Out:** If no more proposals remain in your inbox for review, you may “Log-Out” of Cayuse SP.

**To be Authorized Tab:** To review additional Routing Proposals in your Inbox, you can access them here. Click on “Proposal Number” and start process over again (reference screens 4 6)