

cayuse SP

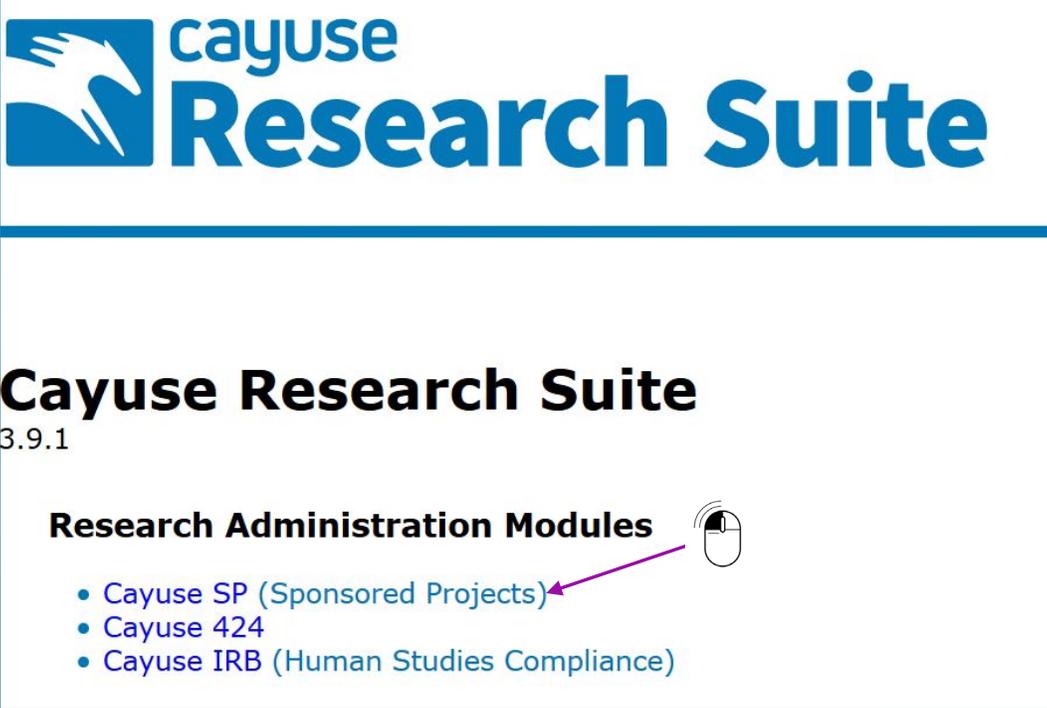
Simplified sponsored project lifecycle management
from proposal creation to award close-out

CAYUSE SP at Montclair State University: Quick Start Guide for Unit/Departmental Approvers

Located at:

<https://montclair.cayuse424.com>

First Step: Log-in to CAYUSE Research Suite using your MSU NET ID:



cayuse
Research Suite

Cayuse Research Suite
3.9.1

Research Administration Modules 

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

Second Step: Find the Proposal to be Reviewed

The screenshot shows the 'My Dashboard' drop-down menu with the following items:

- Project Dashboard
- Start New Proposal
- My Proposals
- Proposals In My Unit
- Pre-Award Spending Inbox
- My Awards
- Awards In My Unit
- PI Certification Inbox
- Unit Approval Inbox
- PI Certification Inbox
- Unit Approval Inbox

At the bottom of the menu, there is contact information for the Office of Sponsored Programs: 1 Normal Ave. NURS/GRAD 415 Montclair, NJ. 07043-1624, Phone: 973-655-4128, Email: osp@montclair.edu.

The screenshot shows the 'Unit Approval Inbox' page with the following content:

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
20-0029	Dr. Lead PI	Biology	Proposal to NIGMS Short Title	National Institute of General Medical Sciences (NIH-NIGMS)	06/30/2020	Yes

View 1 - 1 of 1

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- 1.) From the "My Dashboard" drop-down menu. Click on Unit Approval Inbox.
- 2.) Click on Proposal that requires your review from the list.

Third Step: Review IPF and Select to Authorize or Return Proposal

The screenshot displays the 'Proposal Routing Status' interface. At the top, it shows the proposal number '20-0029' with a PDF icon, the sponsor 'National Institute of General Medical Sciences (NIH-NIGMS)', and the submission deadline '6/30/2020'. Below this, it lists the project lead 'Dr. Lead PI', the prime sponsor, and proposed dates '6/01/2021 - 5/31/2024'. Further down, it shows the admin unit 'Biology', the instrument type 'Grant', and the proposed total amount '\$145,000.00'. The project title is 'This is the full title of the NIGMS Project'. At the bottom, there are four main action buttons: 'View IPF', 'Authorize Proposal', 'Reject Proposal', and 'Administer Proposal'. Below these are several smaller buttons: 'Approvals', 'Compliance', 'Status History', 'Awards', a PDF icon, and a document icon. Two red arrows point from the 'View IPF' and 'Reject Proposal' buttons to the explanatory text below.

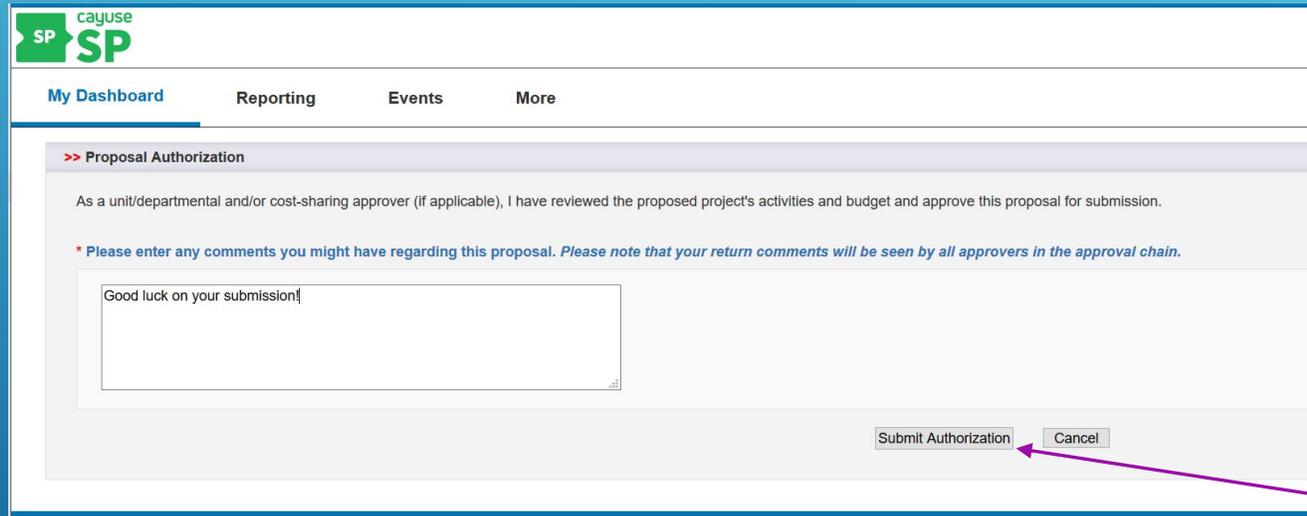
To navigate to the Internal Processing Form (formerly, the MSU Routing Form), click here. Each section, including proposal attachments such as the budget, and project summary, are found here.

After your review of the proposal, you can choose to either authorize it for final review by OSP, or return it to the Lead Principal Investigator for revision.

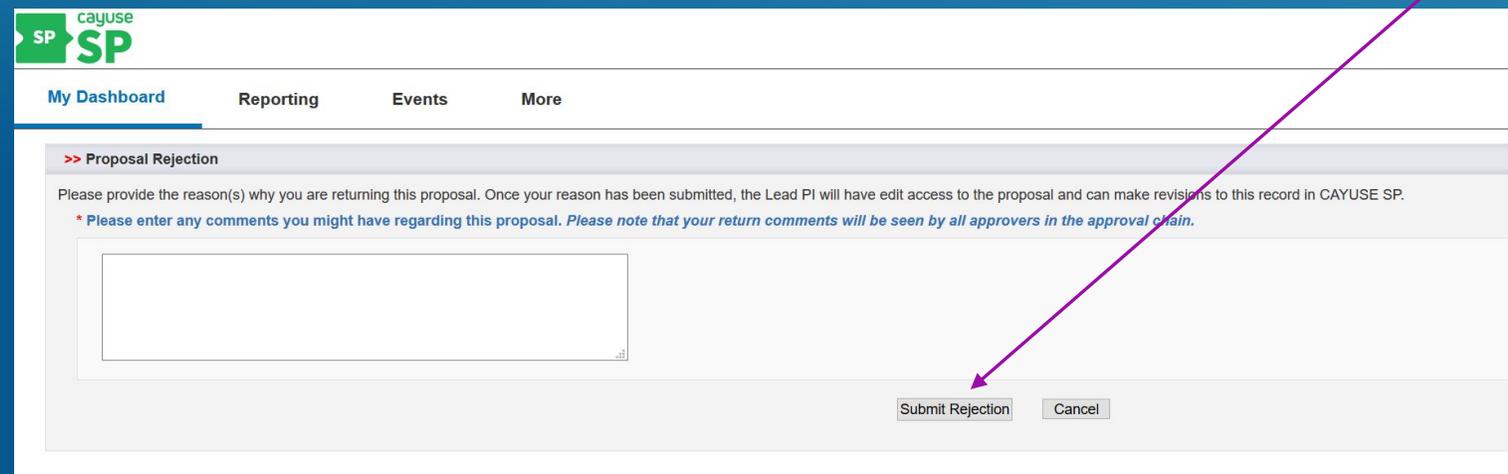
Returning a proposal changes its status to "Reopened." Approving a Proposal routes the proposal to the next approver for review, who will receive an automatic email notification.

Note: You can also print the IPF by clicking on the PDF icon at the top of the screen. (This will not include any proposal attachments.)

Last Step: Authorize or Return the Proposal



The screenshot shows the 'Proposal Authorization' form. At the top left is the 'cayuse SP' logo. Below it are navigation tabs: 'My Dashboard', 'Reporting', 'Events', and 'More'. The main heading is '>> Proposal Authorization'. The form contains the following text: 'As a unit/departmental and/or cost-sharing approver (if applicable), I have reviewed the proposed project's activities and budget and approve this proposal for submission.' Below this is a red asterisk note: '* Please enter any comments you might have regarding this proposal. Please note that your return comments will be seen by all approvers in the approval chain.' A text input field contains the text 'Good luck on your submission!'. At the bottom right of the form are two buttons: 'Submit Authorization' and 'Cancel'.



The screenshot shows the 'Proposal Rejection' form. At the top left is the 'cayuse SP' logo. Below it are navigation tabs: 'My Dashboard', 'Reporting', 'Events', and 'More'. The main heading is '>> Proposal Rejection'. The form contains the following text: 'Please provide the reason(s) why you are returning this proposal. Once your reason has been submitted, the Lead PI will have edit access to the proposal and can make revisions to this record in CAYUSE SP.' Below this is a red asterisk note: '* Please enter any comments you might have regarding this proposal. Please note that your return comments will be seen by all approvers in the approval chain.' A text input field is empty. At the bottom right of the form are two buttons: 'Submit Rejection' and 'Cancel'.

Both the Proposal Authorization and Proposal Rejection/Return sections provide an opportunity to comment. *Please note that comments will be seen by all on the approval/routing chain.*





- ▶ If you have any questions, contact OSP at osp@montclair.edu

