

Cayuse Proposal Approval For Chairs and Deans



Approving Proposals in Cayuse – Chairs, Deans, and ADR’s


Sign into Cayuse by one of the following ways and navigate to your Unit Approval Inbox





- Sign in from the email** you received
 - Click link to Cayuse SP
 - Enter User Name and Password (KSU NetID and Password)
 - You will enter directly into the Unit Approval Inbox

OR

- Sign in from the KSU Sponsored Programs website
 - Go to <https://research.kennesaw.edu/sponprog/> and click on the link to Cayuse
 - Enter User Name and Password (KSU NetID and Password)
 - On the Cayuse Research Suite entry page, click Cayuse SP link
 - On the Welcome to Cayuse Page, click Unit Approval Inbox

[Requested Test Email] [KAIN] [URGENT: Proposal Authorization Required]

 do-not-reply@cayuse.com
To: Kimberly Hunt

 Reply  Reply All  Forward 

Tue 3/3/2020 2:33

Action Items

Proposal No.: 20-0011
Lead PI: Kimberly Hunt
Other Investigators:
Proposal Title: Draft
Sponsor Deadline: 3/3/2020
Pre-Award Specialist: Kimberly Hunt

This proposal has been routed to you for approval.

Please review the proposal and its attachments in [Cayuse SP](#) (Unit Approval Inbox). Add any notes as appropriate and provide your electronic authorization for the Sponsored Program Office to submit the proposal to the sponsor.



Cayuse Research Suite

3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

My Dashboard Reporting Events More

Proposal Dashboard

[Start New Proposal](#)

1 [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](#) >>

Office of Research
1000 Chastain Road, IMD 0111
Kennesaw, GA 30144-5591
Phone: 470-578-6046

Email: sponprog2@kennesaw.edu



UNIVERSITY

View the Proposal to be Approved

- From the **Unit Approval Inbox** on the "To Be Authorized" tab, click the number of the proposal to be reviewed

My Dashboard Reporting More >Unit Approval Inbox

Proposal Dashboard
[Start New Proposal](#)
[My Proposals](#)
[Proposals In My Unit](#)
[Pre-Award Spending Inbox](#)

Award Dashboard
[My Awards](#)
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Certifications/Approvals
[PI Certification Inbox](#)

1 Unit Approval Inbox >>

Office of Research
1000 Chastain Road, MD 0111
Kennesaw, GA 30144-5591
Phone: 470-578-8046

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	Spo
20-0010	Hunt	RES-KSU Field Station	Research is Fun!	National Si Foundation

View 1 - 1 of 1

- From the **Proposal Routing Status** page, click **View IPF** to view the full proposal record
- Click **PDF Icon** for a pdf summary of proposal information

Proposal Dashboard
[Start New Proposal](#)
[My Proposals](#)
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Certifications/Approvals
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1 Unit Approval Inbox >>

Office of Research
1000 Chastain Road, MD 0111
Kennesaw, GA 30144-5591
Phone: 470-578-8046
Email: rsospsr2@kennesaw.edu

Proposal Routing Status

Proposal: 20-0010

Sponsor: National Science Foundation (NSF) Submission Deadline: 3/03/2020

Prime Sponsor: Instrument Type: Grant Proposed Begin-End Dates: 3/03/2020 - 3/02/2021

Lead PI: Kimberly Hunt Specialists: Proposed Total Amount: \$135,500.00

Admin Unit: RES-KSU Field Station

Project Title: Research is FUN!!!

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 below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Research.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Kimberly Hunt	Lead Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	RES-KSU Field Station	Phaedra Coloso	Not Yet Reviewed
2	RES-Office of Research	Phaedra Coloso Tina Gooch Jill Kelly Jill Kelly	Not Yet Reviewed

Review and Authorize the proposal for submission

- In the **IPF View** of the proposal, click through the links on the left to review the various sections, with particular emphasis on the following:
 1. Investigator/Research Team
 1. Sponsored Effort %
 2. Cost Shared Effort%
 2. Budget
 1. Cost Sharing
 2. Additional Resources needed
 3. Proposal Abstract
 4. Proposal Attachments
 1. Internal Detailed Budget (MS Excel format)
- When ready to approve the proposal click **Authorize Proposal**

Item List 20-0010

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Community Benefits](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

>> General Information

Please complete the required fields and click Save.

* Indicates Required Fields

Sponsor Information

* Sponsor: (i) 🔍

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 🔍

General Proposal Information

* Admin Unit 🔍

* Primary Administrative Contact: 🔍

Proposal Owner: Kimberly Hunt

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: 🗑️ Clear

* Project End Date: 🗑️ Clear

Activity Code: [Click Here to Choose Activity Code](#)

* Proposal Type: ▾

* Instrument Type: ▾

Authorize Proposal

- On the Proposal Authorization page, add any comments and 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.

Reject Proposal

- Or you can reject the proposal and sent it back to the Lead PI for editing and then re-routing
- You are required to add comments if you are rejecting a proposal

>> Proposal Rejection

[This customizable text area is available for specific instructions or references to institutional guidance regarding the rejection of this proposal.]

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

****** Please note: To avoid Cayuse emails going into your Junk Email Folder, you will need to add Cayuse to your safe sender list. The best way is to do this is in Office 365 online (ksumail.kennesaw.edu), navigate to Outlook Settings > Mail > Junk Mail. There, you can add the sender's address to the Safe Senders and Domains list.

You may also right click on a message in the junk folder, go to the Junk option on the menu, then select "Never Block Sender".