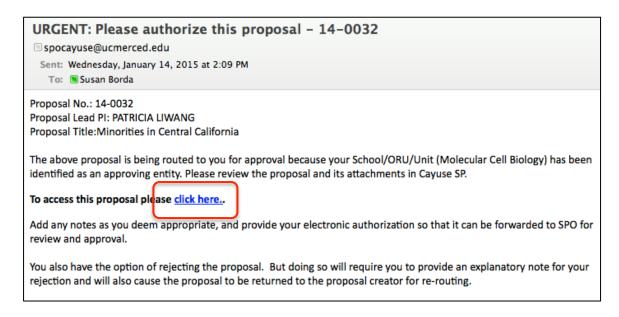
How to Review and Authorize a Cayuse Proposal Record

You will receive an email notice from the Cayuse system requesting review and authorization of a proposal record. The subject line will state the proposal record number. (See example below.)



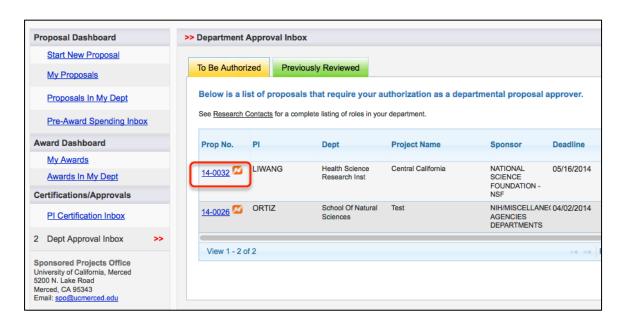
- 1. To access your Department Approval Inbox in Cayuse either:
 - Click on the "click here" link in the email notice.
 Log into Cayuse with your UCMNetID
 - b. Enter the Cayuse URL (<u>ucmerced.cayuse424.com</u>) into your browser. Log into the system with your UCMNetID. Click on the Cayuse SP link on the Cayuse home screen. (See example below.)



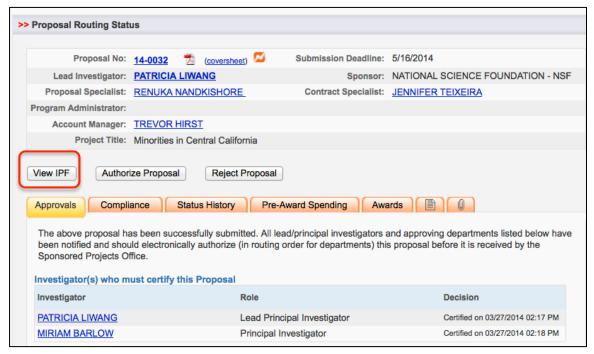
Navigate to the left-hand menu. Click on link for "Dept Approval Inbox."



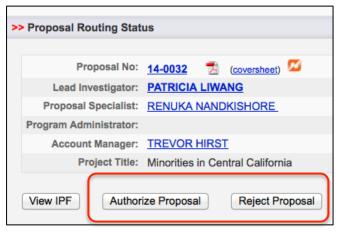
- 3. Within the "Dept Approval Inbox," find the SP record you need to review and authorize.
 - a. Choose the yellow tab, "To Be Authorized."
 - b. Read the list of proposals to find the record number listed in the email notification.
 - c. Click on the proposal number you need. (See example below.)
 - d. Clicking on the proposal number will move you to the "Proposal Routing Status Screen."



- 4. On the "Proposal Routing Status" screen, start your review by:
 - a. Clicking on the link for "View IPF."



- b. Review the proposal.
- 5. To complete your review, return to the "Proposal Routing Status Screen." Choose the button for either:
 - a. "Authorize Proposal"
 - b. "Reject Proposal"



- 7. Enter any comments you have regarding the proposal.

 Note: You must enter comments for rejections.

 Your comments will be visible to the Research Team,
 proposal reviewers, and the Central Administrative Office.
- 8. Acknowledge the authorization statement by:

or

- a. Clicking the button for "Submit Authorization"
- b. Clicking the button for "Submit Rejection"

N. Bornard Authorization
>> Proposal Authorization
University College/School Deans, Provosts, Department Chairs, and ORU Directors are accountable for the performance responsibilities related to this accountability vary among and within University campuses as a function of various acade responsibilities, however, include:
 determining an individual's eligibility for Principal Investigator status; determining the consistency of the proposed project with the educational, research, and/or public service objection determining the appropriateness and acceptability of faculty time, space, equipment, and University financial conprojects; assuring that project scope of work is consistent with internal University policies, with externally imposed sponsor unit's educational, training, and/or other objectives; and
 identifying appropriate funding sources to cover project costs not covered by the project sponsor's funds or by of * Please enter any comments you might have regarding this proposal.
Submit Authorization Cancel

Proposal Rejection

When you reject a proposal, the status of the proposal changes to "Reopened." This status allows the Research team and creator w to edit and resubmit the proposal and record for routing.