

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.)

URGENT: Please authorize this proposal – 14-0032

spocayuse@ucmerced.edu
Sent: Wednesday, January 14, 2015 at 2:09 PM
To: Susan Borda

Proposal No.: 14-0032
Proposal Lead PI: PATRICIA LIWANG
Proposal Title: Minorities in Central California

The above proposal is being routed to you for approval because your School/ORU/Unit (Molecular Cell Biology) has been identified as an approving entity. Please review the proposal and its attachments in Cayuse SP.

To access this proposal please [click here.](#)

Add any notes as you deem appropriate, and provide your electronic authorization so that it can be forwarded to SPO for review and approval.

You also have the option of rejecting the proposal. But doing so will require you to provide an explanatory note for your rejection and will also cause the proposal to be returned to the proposal creator for re-routing.

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

Cayuse Research Suite
3.0.1

Research Administration Modules

Cayuse 424
[Cayuse SP \(Sponsored Projects\)](#)

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

UCMERCED **SPONSORED PROJECTS**

HOME MY DASHBOARD REPORTING LOG OUT For immediate assistance please

Proposal Dashboard

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

Award Dashboard

- [My Awards](#)
- [Awards In My Dept](#)

Certifications/Approvals

- [PI Certification Inbox](#)
- 2 [Dept Approval Inbox](#)**

>> Welcome to UC Merced Research Administration (Cayuse SP)

The Sponsored Projects Office (SPO):

- Completes all final reviews of grant proposals prior to submission
- Submits all proposals on behalf of the Regents of the University of California
- Negotiates and accepts all awards.

If you would like assistance in the development and preparation of a proposal, please contact the Office of Research Development Services (RDS) at rds@ucmerced.edu

The Research Development Services Office (RDS):

- Provides information about funding opportunities;
- Helps coordinate with proposal collaborators;
- Assists in budget development;
- Supports all aspects of research proposal preparation.

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."

Proposal Dashboard

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Certifications/Approvals

- [PI Certification Inbox](#)
- 2 Dept Approval Inbox >>**

Sponsored Projects Office
University of California, Merced
5200 N. Lake Road
Merced, CA 95343
Email: spo@ucmerced.edu

>> Department Approval Inbox

To Be Authorized Previously Reviewed

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



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

Prop No.	PI	Dept	Project Name	Sponsor	Deadline
14-0032 <input checked="" type="checkbox"/>	LIWANG	Health Science Research Inst	Central California	NATIONAL SCIENCE FOUNDATION - NSF	05/16/2014
14-0026 <input checked="" type="checkbox"/>	ORTIZ	School Of Natural Sciences	Test	NIH/MISCELLANEOUS AGENCIES DEPARTMENTS	04/02/2014

View 1 - 2 of 2

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

>> Proposal Routing Status

Proposal No: [14-0032](#)  (coversheet)  Submission Deadline: 5/16/2014

Lead Investigator: [PATRICIA LIWANG](#) Sponsor: NATIONAL SCIENCE FOUNDATION - NSF



Proposal Specialist: [RENUKA NANDKISHORE](#) Contract Specialist: [JENNIFER TEIXEIRA](#)

Program Administrator:

Account Manager: [TREVOR HIRST](#)

Project Title: Minorities in Central California

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

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

The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Sponsored Projects Office.



Investigator(s) who must certify this Proposal

Investigator	Role	Decision
PATRICIA LIWANG	Lead Principal Investigator	Certified on 03/27/2014 02:17 PM
MIRIAM BARLOW	Principal Investigator	Certified on 03/27/2014 02:18 PM

b. Review the proposal.

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

>> Proposal Routing Status

Proposal No: [14-0032](#)  (coversheet) 

Lead Investigator: [PATRICIA LIWANG](#)

Proposal Specialist: [RENUKA NANDKISHORE](#)

Program Administrator:

Account Manager: [TREVOR HIRST](#)

Project Title: Minorities in Central California

[View IPF](#) [Authorize Proposal](#) [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:
- Clicking the button for **"Submit Authorization"**
 - or
 - Clicking the button for **"Submit Rejection"**

>> 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 academic 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 objectives;
- determining the appropriateness and acceptability of faculty time, space, equipment, and University financial contributions for projects;
- assuring that project scope of work is consistent with internal University policies, with externally imposed sponsor requirements, and the university'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 other sources.

* 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 to edit and resubmit the proposal and record for routing.