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:
   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.)

2. 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:
   a. Clicking the button for "Submit Authorization"
   or
   b. Clicking the button for "Submit Rejection"
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.