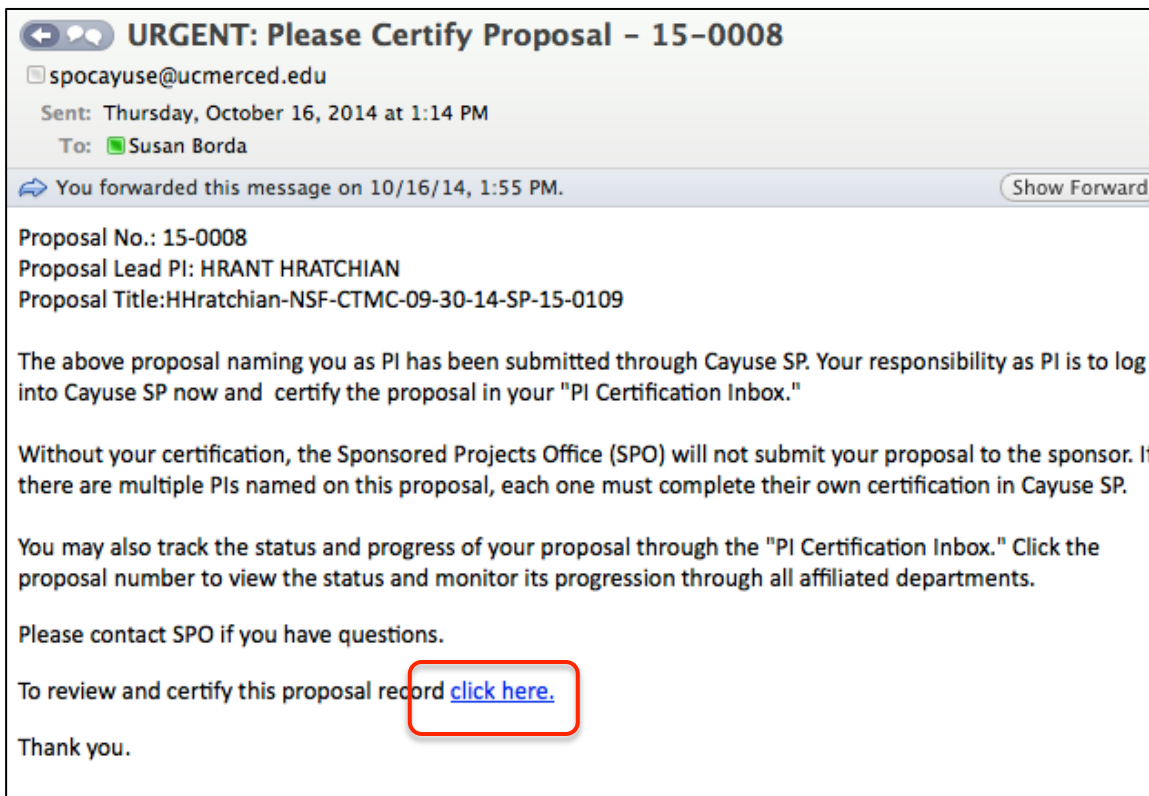


PI Proposal Certification in Cayuse SP:

You (both the PI and Co-PI) will receive an email notice from the Cayuse system requesting review and certification 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 "PI Certification Inbox."

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Proposal Dashboard

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[My Proposals](#)

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[Pre-Award Spending Inbox](#)

Award Dashboard

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Certifications/Approvals

[1 PI Certification Inbox](#)

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

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

The Sponsored Projects Office (SPO):

- Completes all final reviews of grant proposals prior to submittal;
- 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 research proposal prior to the final review by SPO 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 "PI Certification Inbox," find the SP record you need to review and authorize.
 - a. Choose the yellow tab, "To Be Certified."
 - 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."

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Merced, CA 95343
Email: spo@ucmerced.edu

>> PI Certification Inbox

To be Certified
Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
10/16/2014	15-0008	Hratchian-NSF-CTMC-09-30-14- P-15-0109	5400 - NATIONAL SCIENCE FOUNDATION - NSF	10/17/2014	

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

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

- 1 PI Certification Inbox
- Dept Approval Inbox

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

>> Proposal Routing Status

Proposal No: **15-0008** (coversheet) Submission Deadline: 10/17/2014
 Lead Investigator: **HRANT HRATCHIAN** Sponsor: 5400 - NATIONAL SCIENCE FOUNDATION - NSF
 Proposal Specialist: **MARGARET HOLLINGER** Contract Specialist:
 Program Administrator:
 Account Manager:
 Project Title: Hhratchian-NSF-CTMC-09-30-14-SP-15-0109

View IPF **Certify 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
HRANT HRATCHIAN	Lead Principal Investigator	Not Yet Reviewed

Department(s) that must authorize this proposal

Order	Department	Authorizing Person(s)	Authorizing Decision
1	SPO Initial Review	SPO Cavuse , RENUKA NANDKISHORE , THEA VICARI , MARGARET HOLLINGER , JENNIFER TEIXEIRA	Not Yet Reviewed
2	Chemistry & Chemical Biology	JUAN MEZA	Not Yet Reviewed
3	Sponsored Projects Office	Admin Office	

Status History

Status	Person	Date
Changed to: Submitted for Routing	SUSAN BORDA	10/16/2014 01:14 PM
Created by: Submitted	SUSAN BORDA	10/16/2014 11:46 AM

- To complete your review, return to the "Proposal Routing Status Screen." Click the **"Certify Proposal"** button.

Project Title: Hhratchian-NSF-C

Certify Proposal

- 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.
- Acknowledge the authorization statement by, clicking the button for **"Submit Certification"**

UCMERCED SPONSORED PROJECTS

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>> Proposal Certification

Eligibility for Principal Investigator status is covered in the UC Contracts and Grants Manual. Although formal legal obligations related to solicitation and acceptance/execution of extramural funding ultimately rests with the Board of Regents, and although responsibility for reviews and negotiation, coordination, guidance, and follow-up rests with Sponsored Projects Officers, a Principal Investigator is the individual with primary responsibility for:

- the scientific integrity and management of the sponsored project;
- the financial management of project funds;
- adherence to all internal University policies; and
- adherence to externally imposed sponsor terms and conditions including reporting and record keeping requirements contained in the award document.

Please enter any comments you might have regarding this proposal.

Submit Certification Cancel