

Cayuse Approvals

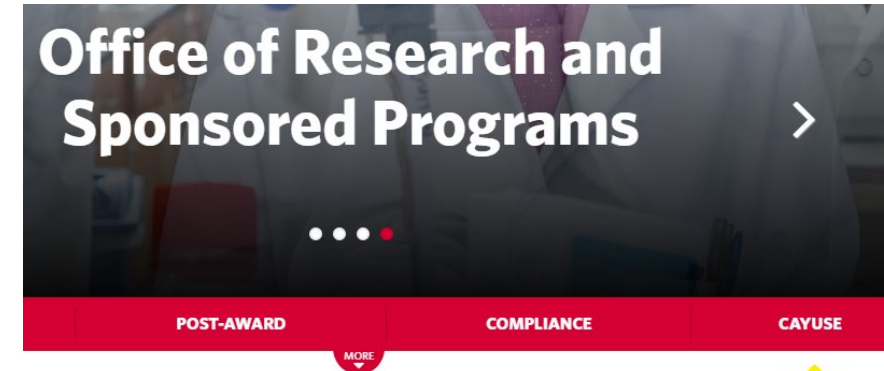
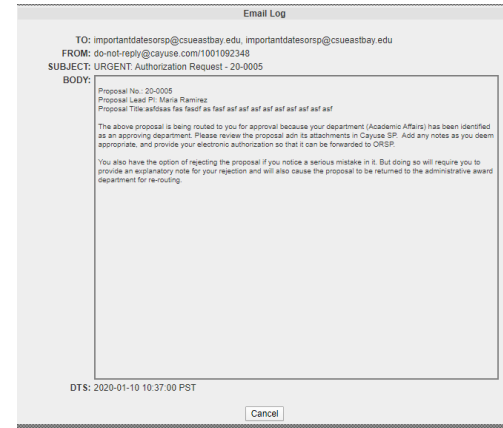
Upon getting the initial email from Cayuse saying your approval is requested please click on the link in the email that says Cayuse Research Suite. This will take you to the login screen.

If you have not received an email but want to review the proposals within your department, please go to the main Faculty webpage and click on Research in the red bar of links under “Faculty”.

When you land on the ORSP webpage, the red menu bar will say Cayuse on the right side. Click on the word Cayuse.

On the webpage that opens, click the Cayuse link in red to get to the login page.

Login using your netid and password



CAYUSE

Click to access **Cayuse**.

ORSP is implementing a new web-based platform for managing grant submissions a intended to streamline current grant and research processes and provide an online c have 24/7 access and you will log in using your CSUEB log in credentials (SSO).

ORSP is developing training and support documents that will be posted on this site.

After logging in, when you come to the Cayuse Research Suite home page, click on the **Cayuse SP** (Sponsored Programs) link

Cayuse Research Suite 3.8.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help

- [Research Suite Support Center](#)



On the SP homepage, click on the link titled **“Unit Approval Inbox”** in the Proposal Dashboard menu on the left side of the page

Proposal Dashboard

[Start New Proposal](#)

[My Proposals](#)

[Proposals In My Unit](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

[PI Certification Inbox](#)

[Unit Approval Inbox](#)

Office of Research and
Sponsored Programs
25800 Carlos Bee Blvd., SF 302
Hayward, CA 94542
Phone: (510) 885-4212
Fax: (510) 885-4818
Email:
importantdatesorsp@csueastbay.edu

>> Welcome to Sponsored Projects

Proposal Dashboard Options:

- [Start New Proposal](#) - To begin a
- [My Proposals](#) - To edit and track
- [Proposals In My Unit](#) - To view p
- [Pre-Award Spending Inbox](#) - To

Award Dashboard Options:

- [My Awards](#) - To view awards on
- [Awards In My Unit](#) - To view aw

Certifications/Approvals Options:

- [PI Certification Inbox](#) - To certifi
- [Unit Approval Inbox](#) - To author

Administrative Support

Contact the Office of Research and Sp
sponsored activities. We serve as your p

Technical Support

For technical issues in Cayuse SP, conta

- Email: support@cayuse.com
- Phone: 503.297.2108

Also refer to the [Cayuse Research Suite](#)




>> 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	Sponsor	Deadline	PI Cert	
20-0008	Nelson	College of Educ & Allied Stds	SHPN test	National Science Foundation - NSF	01/01/2018	Yes	


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Proposal number  #2

PDF file of proposal  #1

Within your unit approval inbox, you will see each proposal waiting for your approval. In order to view a summary of the proposal details, click on the **pdf file**. (#1 above). After reviewing the downloaded pdf, you should still be on the proposal unit page. Click on the **proposal number link** pictured as #2 above to access compliance info, notes, and attachments such as the abstract, narrative, and detailed budget.

>> Proposal Routing Status

Proposal: [20-0008](#) 

Sponsor: National Science Foundation - NSF

Project:

Prime Sponsor:

Lead PI: [Carolyn Nelson](#)



Instrument Type:

Admin Unit: College of Educ & Allied Stds

Specialists:

Project Title: South Hayward Promise Neighborhood - Test

View IPE

Approvals | Compliance | Status History | Awards |  | 

#1. Use tabs to see compliance info, notes and attachments (detailed budget, abstract, narrative, etc.)

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 u Sponsored Programs).

Investigator(s) who must certify this Proposal

Investigator	Role
Carolyn Nelson	Lead Principal Investigator

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)
1	College of Educ & Allied Stds	Carolyn Nelson
2	Research & Sponsored Programs	Jeffery Seitz , Jennifer Cabrejas
3	Academic Affairs	Edward Inch , Rafael Hernandez , Patty Provost
4	Administration & Finance	Debra Chaw , Maureen Pasag
5	Office of Research and Sponsored Programs	Admin Office

Status History

Status	Person
Changed to: Dept Authorized	Changed by: Jennifer Cabrejas
Changed to: Dept Authorized	Changed by: Carolyn Nelson
Changed to: Submitted for Routing	Changed by: Mark Vidal
Changed to: Unsubmitted	Changed by: Mark Vidal

#2. You can choose to authorize the proposal or reject the proposal. If you intend to reject the proposal, please contact the PI or pre-award staff to discuss the reasons for rejection. A rejection is final so we would like the opportunity to revise before it is rejected. After authorizing, you may close the window.

Cayuse Research Suite

- If you have any questions or concerns about the proposal, please contact Chantal Ebarle for government sponsors and Susan Wageman for private sponsors.
- If you have a technical question regarding Cayuse please contact Mark Vidal.

Thank you!