CAYUSE QUICK START: APPROVING OR REJECTING A PROPOSAL RECORD IN CAYUSE SP

Cayuse SP is the application and award management system that serves as the Proposal Transmittal, now named the Internal Proposal Form (IPF). Those with the IPF Approver role (Deans, Chairs, Directors, or their designees) are notified via a system-generated email when a proposal record requires authorization. IPF Approvers must authorize in the routing order specified on the proposal record. After all IPF Approvers have authorized, the proposal record is assigned to ORA for review.

To review and authorize a proposal record:

1. Open your browser, preferably Firefox (other browsers may limit Cayuse functionality).
2. Go to https://villanova.cayuse424.com
3. Enter your Villanova username and password.
4. Click on the "Cayuse SP" link on the menu at the left of the page.
   Alternatively, you can click the link provided in the email requesting your approval, then enter your Villanova username and password.
5. Click on "Dept Approval Inbox," then click the proposal number on the **To Be Authorized** tab.
6. Review the proposal by clicking the PDF icon to the far right of the proposal number, or by clicking the proposal number, then clicking **View IPF** on the Proposal Routing Status screen.
7. Click **Authorize Proposal** or **Reject Proposal** on the Proposal Routing Status screen.
8. Enter any comments you have regarding the proposal. This field is required for rejections. Your comments will be visible to the Research Team and OG&C.
9. Click **Submit Authorization** or **Submit Rejection** to acknowledge the authorization statement.

When you reject a proposal, it receives the status "Reopened," and the Research Team and creator will be able to edit it and resubmit it for routing.

Approved proposals will always be available to you from your "Approved" screen.

For more information, visit the Cayuse support pages at: http://support.cayuse.com/quickstart-pis-and-researchers