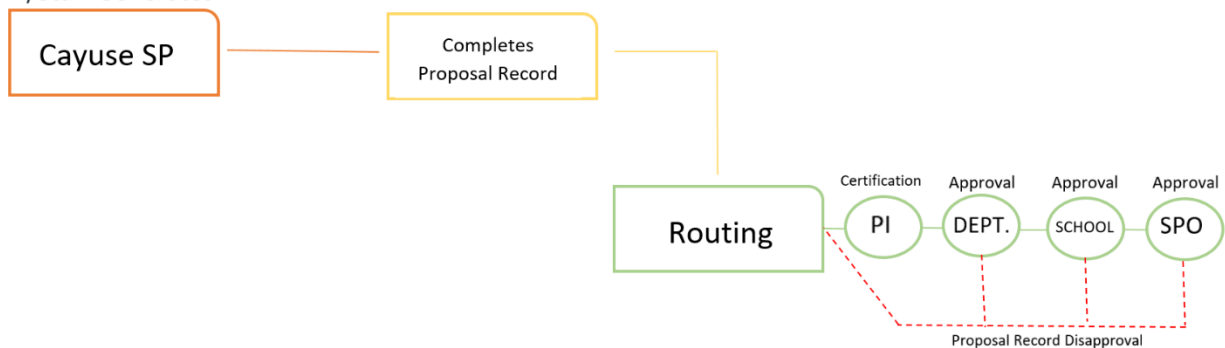


## Overview of Cayuse SP Proposal Workflow

Any person at Howard can login to Cayuse SP at <https://howard.app.cayuse.com/sp/proposals> using their Howard credentials. When a proposal record gets created, it's typically created by a Principal Investigator, PI, (or other support staff).

PI/Staff Generates

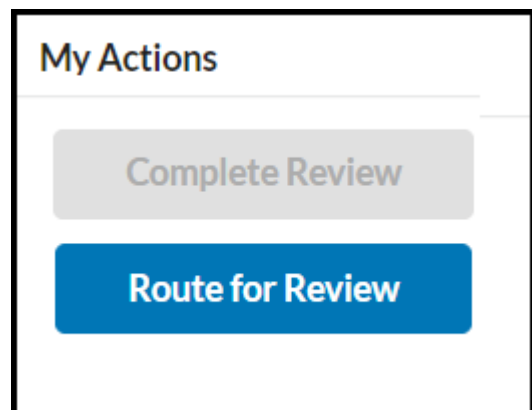


Proposal  
Status

In Development

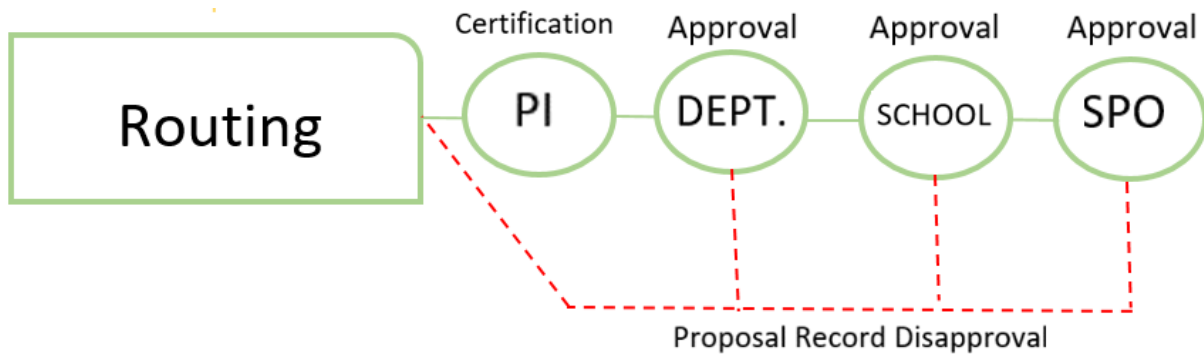
Under Review

Once the proposal record has been finalized, a “Route for Review” button will become clickable within the proposal record. This button will lock the proposal form and push the proposal record into a routing chain.

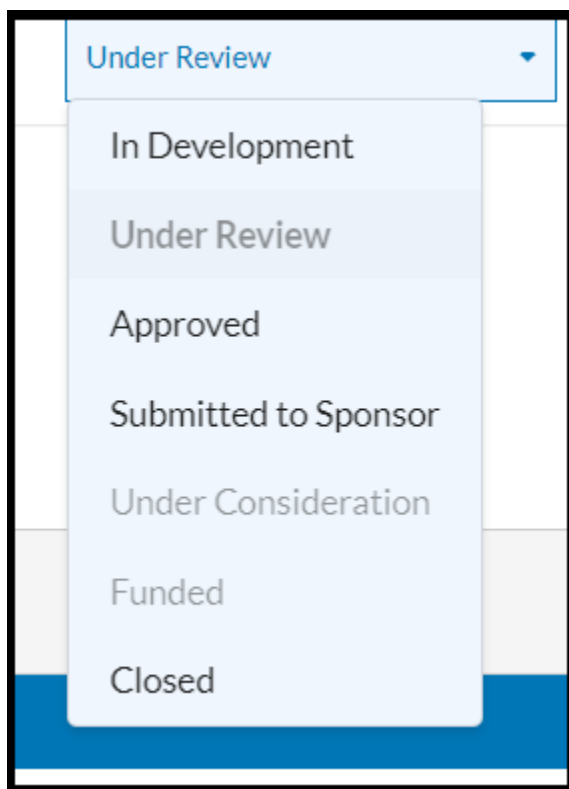


### The Routing Chain

The PI (and any Co-PI's) will first certify the proposal record. He/she/they will get an email with a direct link to open the proposal record. Once opened, they will need to click the “certify” button and agree to the attestations. The proposal record is then routed to the chair then school for approval. The proposal record is then routed to SPO for final approval and submission to the Sponsor.



At each of these different routing stages, there are associated “proposal statuses”. These statuses will be visible on the proposal record (see below). From the time the proposal preparer creates the proposal record in SP all the way until they click the “Route for Review” button, the proposal is considered “In Development”. When the proposal record gets routed for review and approval, the proposal status will change to “Under Review”. At this point, all of the fields on the proposal record are locked for editing.

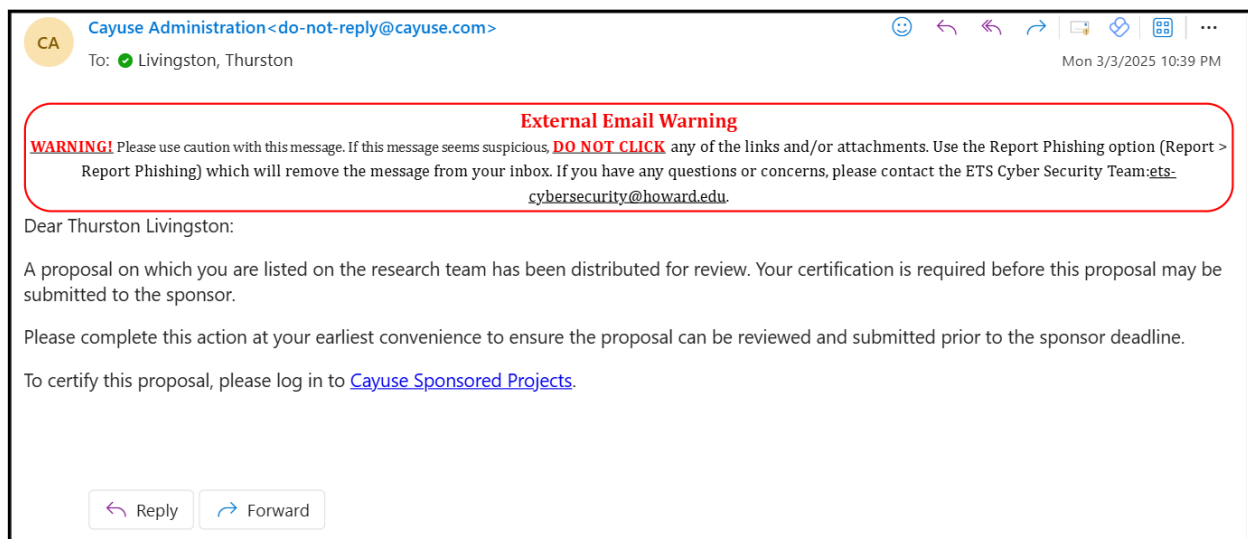


Once the proposal record is approved by the Sponsored Programs Office (SPO), the proposal status automatically changes to “Approved”. At this point, your SPO Officer or the PI, will submit the proposal to the Sponsor and then change the proposal status from “Approved” to “Submitted to Sponsor”.

If anyone in the routing chain disapproves the proposal record, they will be asked to supply a reason and then the proposal record will change from being “Under Review” back to “In Development”, at which point the proposal record would need to be rerouted from the beginning again.

## **Certifying a Proposal (PI and Co-PIs)**

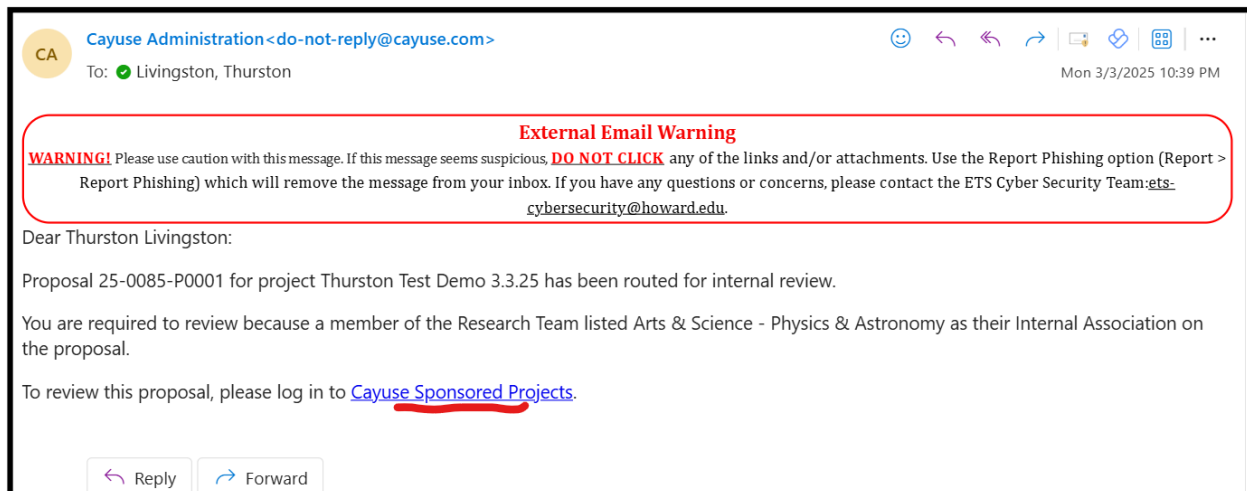
When a Proposal Record has been submitted into routing, a required certification attestation will be sent to all PI’s and Co-PIs. Each PI/Co-PI in the routing chain will receive an email that contains a direct link to certify the proposal (see below).



When the link is clicked from the email, the proposal form will be loaded along with a button to certify the proposal record.

## **Approving and Disapproving a Proposal (Chair and Dean)**

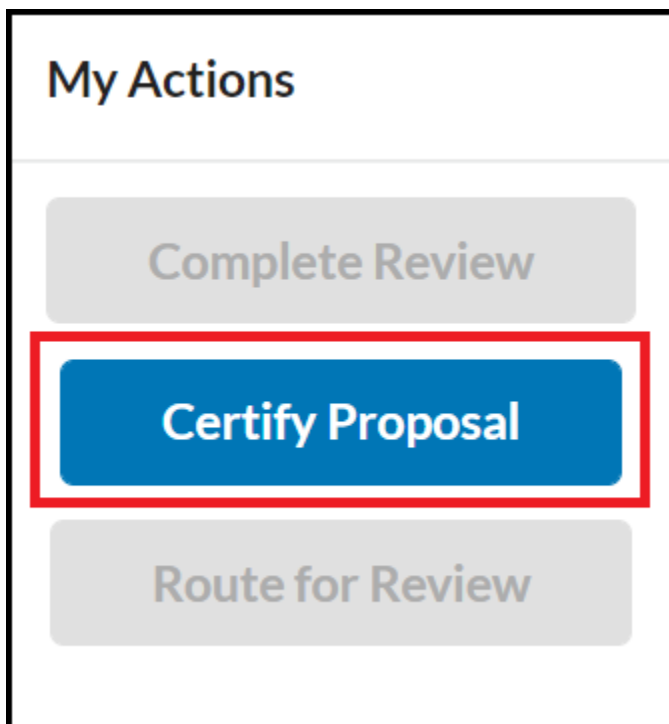
All proposal approvers will first get notified that a proposal record requires their approval via email (see below). The email will contain a direct link that will take the proposal preparer into the Cayuse SP proposal record.



## To Approve a Proposal Record

1. Open the link provided in the email.
2. Click “Complete Review” in the My Actions section.
3. Select “Approve” from the dropdown.
4. Enter any optional comments.
5. Click “Save”.

The proposal record will now be approved by your routing level.



A series of certification attestations will be listed, along with a free-text section for any comments.

*To certify the proposal, the PI will need to check the “Confirm My Certification” box and then click “Certify”.*

*By Clicking “Certify” the PI/ Co-PI is certifying that:*

- As the Project Director, Principal Investigator or Multi-Principal Investigator of this proposed project, they acknowledge the responsibility associated with their role and agree to comply with the sponsoring agency’s terms and conditions for awards.*
- They have reviewed and approved the proposed project’s technical content and budget.*
- They understand and agree to comply with Howard University’s policies and procedures regarding research and sponsored programs.*
- They also certify that the information submitted within the application is true, complete and accurate to the best of their knowledge; that any false, fictitious, or fraudulent statements or claims may subject them to criminal, civil, or administrative penalties; and*
- They agree to accept responsibility for the scientific/programmatic conduct of the project and to provide the required progress reports and/or deliverables if a grant or contract is awarded as a result of the application.*