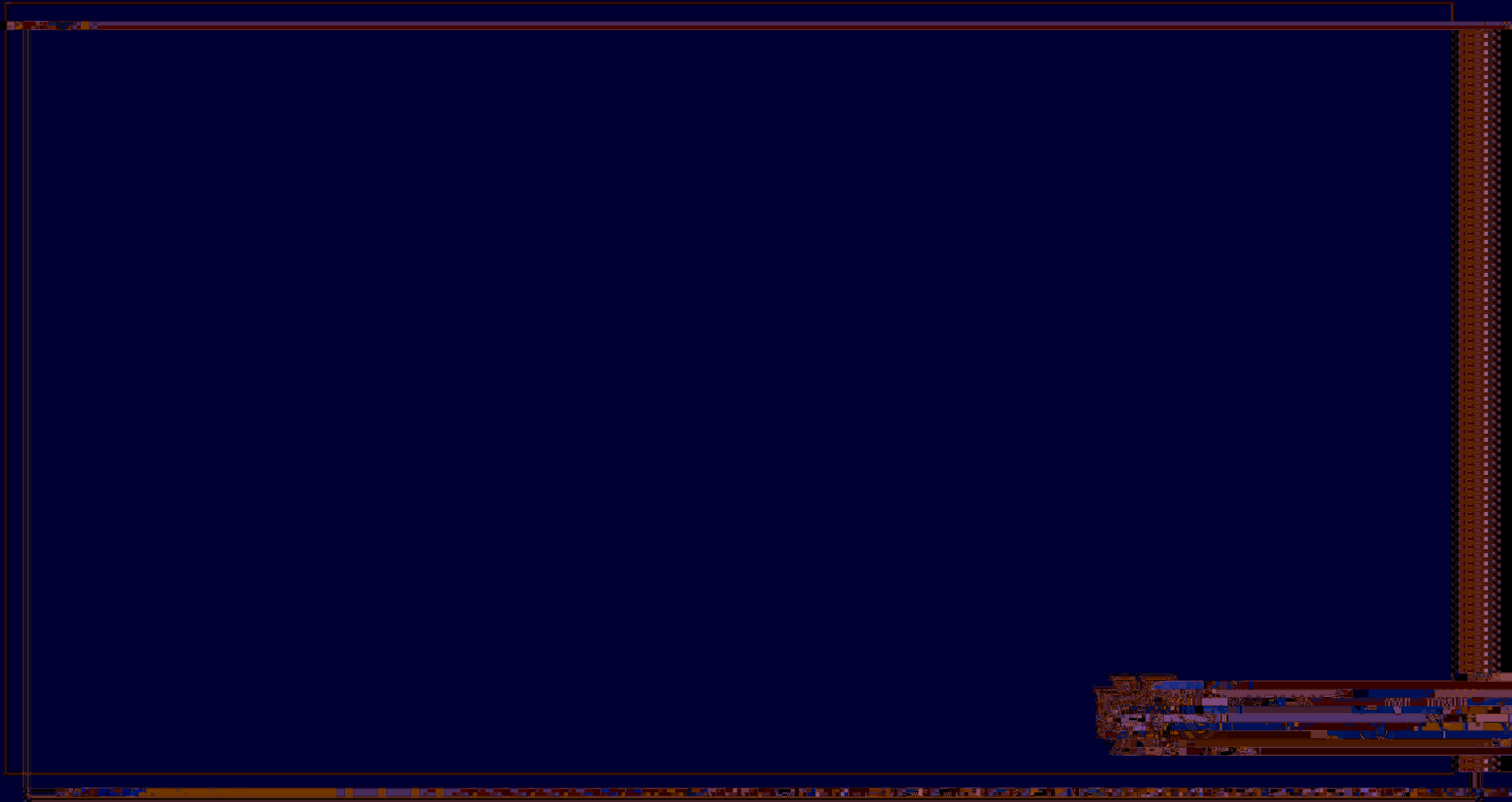
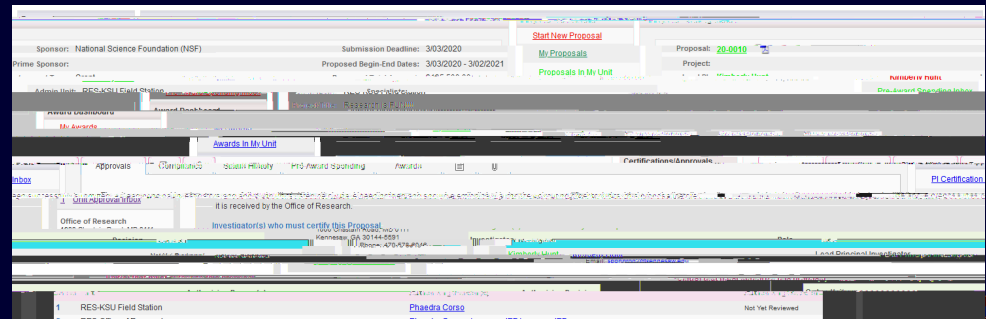


Cayuse Proposal Approval For Chairs and Deans



View the Proposal to be Approved

- From the **Unit Approval Inbox** on the "To Be Authorized" tab, click the



Review and Authorize the proposal for submission

- In the **IPF View** of the proposal, click through the links on the left to review the various sections, with particular emphasis on the following:
 1. Investigator/Research Team
 1. Sponsored Effort %
 2. Cost Shared Effort%
 2. Budget
 1. Cost Sharing
 2. Additional Resources needed
 3. Proposal Abstract
 4. Proposal Attachments
 1. Internal Detailed Budget (MS Excel format)
- When ready to approve the proposal, click **Authorize Proposal!**

Item List 20-0010 >> General Information

View or Edit completed sections by [redacted]

General Information >> [redacted]

Investigator/Research Team

Team

Investigator/Research Team

Administrative Contact: Kimberly Hunt

Administrative Contact: Kimberly Hunt

Administrative Budget: 0.000000

Project End Date: 03/02/2021

Submit for Routing

Authorize Proposal

Reject Proposal

Instrument Type: Grant

Conflict of Interest

Regulatory Compliance

Subcontractors

Budget

Intellectual Property

Community Benefits

Location of Sponsored Activities

Proposal Abstract

Proposal Attachments

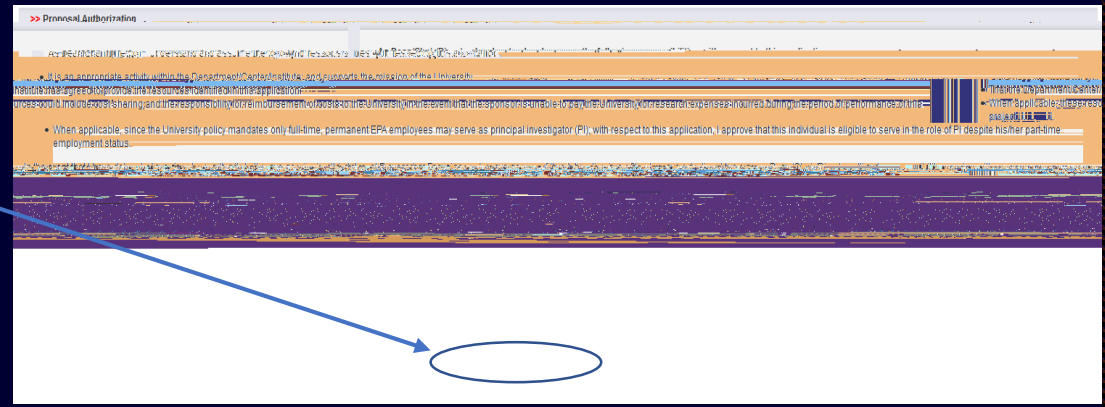
Approving Units

Submission Notes

Project No: [redacted]

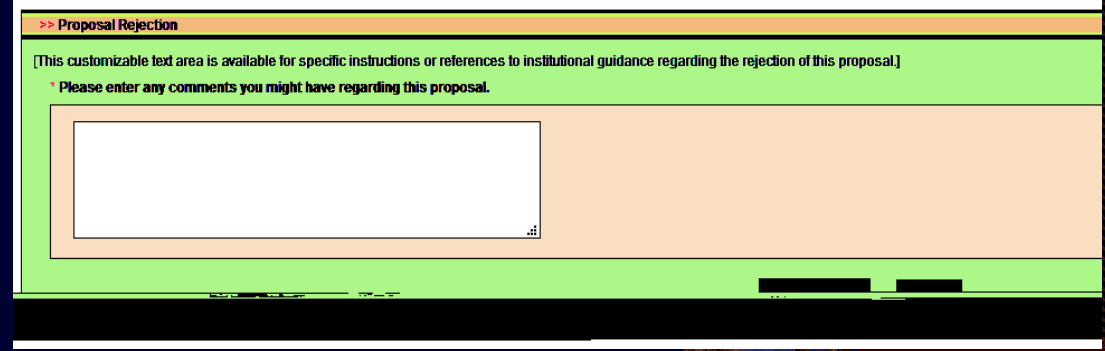
Authorize Proposal

- On the Proposal Authorization page, add any comments and click **Submit Authorization**



Reject Proposal

- Or you can reject the proposal and sent it back to the Lead PI for editing and then re-routing
- You are required to add comments if you are rejecting a proposal



****** Please note: To avoid Cayuse emails going into your Junk Email Folder, you will need to add Cayuse to your safe sender list. The best way is to do this in Office 365 online (ksumail.kennesaw.edu), navigate to Outlook Settings > Mail > Junk Mail. There, you can add the sender's address to the Safe Senders and Domains list.

You may also right click on a message in the junk folder, go to the Junk option on the menu, then select "Never Block Sender".