

Cayuse Proposal Approval For Principal Investigators




Approving Proposals in Cayuse – PI and Co-PI's

Sign into Cayuse by one of the following ways and navigate to the PI Certification Inbox

- Sign in from the email** you received
 - Click link to Cayuse SP
 - Enter User Name and Password (KSU NetID and Password)
 - You will enter directly into the PI Certification Inbox

OR

- Sign in from the KSU Sponsored Programs website
 - Go to <https://research.kennesaw.edu/sponprog/> and click on the link to Cayuse
 - Enter User Name and Password (KSU NetID and Password)
 - On the Cayuse Research Suite entry page, click Cayuse SP link
 - On the Welcome to Cayuse Page, click PI Certification Inbox

 do-not-reply@cayuse.com
Fri 4/3/2020 1:27 PM
Kimberly Hunt ✕

Lead PI: Kimberly Hunt
Proposal Title: Research is Fun!
Pre-Award Specialist:

A proposal, naming you as a PI, has been initiated for routing and approval.

Please log into [Cayuse SP](#) now and certify the proposal in your "PI Certification Inbox."

- Go to the **PI Certification Inbox**
- Click the **proposal number** on the **To Be Certified** tab
- Review the proposal by clicking the **View IPF** on the **Proposal Routing Status** screen or by clicking the **PDF icon**
- Click **Certify Proposal** on the Proposal Routing Status screen
- Enter any comments (optional)
- Click **Submit Certifications** to acknowledge the certification statement

If you have any questions, please contact the Pre-Award Specialist listed above for this proposal or the Sponsored Programs Office at sponprog2@kennesaw.edu.

As a reminder you will use your KSU NetID and password

Cayuse Research Suite 3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

My Dashboard Events More

Proposal Dashboard Start New Proposal 1 My Proposals Proposals In My Unit Pre-Award Spending Inbox	>> PI Certification Inbox To be Certified Previously Reviewed Below is a list of proposals that require your certification <table border="1"><thead><tr><th>Date Submitted</th><th>Proposal No.</th><th>Project Name</th></tr></thead><tbody><tr><td>4/03/2020</td><td>20-0015</td><td>Research is Fun!</td></tr></tbody></table>	Date Submitted	Proposal No.	Project Name	4/03/2020	20-0015	Research is Fun!
Date Submitted	Proposal No.	Project Name					
4/03/2020	20-0015	Research is Fun!					
Award Dashboard My Awards Awards In My Unit							
Certifications/Approvals 1 PI Certification Inbox >> Unit Approval Inbox							



View the Proposal to be Approved

- From the **PI Certification Inbox** on the “To Be Certified” tab, click the **proposal number** to be certified.

>> PI Certification Inbox

>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
4/03/2020	20-0015	Research is Fun!

- From the **Proposal Routing Status** page, click **View IPF** to view the full proposal record
- Click **PDF Icon** for a pdf summary of proposal information

>Proposal Routing Status

Proposal: 20-0015

Project: 20-0015

Lead By: Kimberly Hunt

Admin Unit: RES-Office of Research

Project Title: Research is Fun!

Sponsor: National Science Foundation (NSF)

Prime Sponsor:

Instrument Type: Grant

Specialists:

View IPF | Certify Proposal | Administer Proposal

Approvals | Compliance | Status History | Pre-Award Spending | Awards | PDF | Document

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should receive the above proposal by the Office of Research.

Investigator(s) who must certify this Proposal

Investigator	Role
Kimberly Hunt	Lead Principal Investigator

Review and Certify the proposal for submission

- In the **IPF View** of the proposal, click through the links on the left to review the various sections.
- When ready to approve the proposal click **Certify Proposal**

Item List 20-0015 

View or Edit completed sections by clicking the name next to the check.


- General Information >>
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

>> **General Information**

Please complete the required fields and click Save.

* Indicates Required Fields


Sponsor Information

* Sponsor: ⓘ 

Funding Opportunity/Sponsor application No:


Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 

General Proposal Information

* Admin Unit

* Primary Administrative Contact: 

Proposal Owner: Kimberly Hunt

Project No:

* Short Project Name: (internal reference name)

* Project Start Date:

* Project End Date:

Activity Code: [Click Here to Choose Activity Code](#)

Certify Proposal

- On the Proposal Certification page, add any comments (optional) and click **Submit Certification** to acknowledge the certification statement.

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigators to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- I will comply with the sponsor's Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

* Comments are required only in the event that you are rejecting this proposal and returning it to the PI for correction.

Submit Certification Cancel

****** 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".