



How to Certify Cayuse Proposals (PIs and Co-PIs)

- Once a proposal enters routing, the PI and Co-PIs will be required to certify the information included in the proposal form and contained in the documents attached to the form. **Each PI/Co-PI in the routing chain will receive an email message that contains a direct link to certify the proposal.** A sample email message looks like this:

Required Certification of Proposal 23-0108-P0001



Cayuse Administration <do-not-reply@cayuse.com>
To Johnson, Christine

Reply
 Reply All
 Forward

Mon 4/3/2023 10:20 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

Dear Christine Johnson:

A proposal on which you are listed on the research team has been distributed for review. Your certification is required before this proposal may be submitted to the sponsor.

Please complete this action at your earliest convenience to ensure the proposal can be reviewed and submitted prior to the sponsor deadline.

To certify this proposal, please log in to [Cayuse Sponsored Projects](#).

- Once you **click the link in the email message**, the proposal form will be loaded. (You may be asked to login to Cayuse using your OSU O-Key username and password.) Once logged in, you will be directed to a website that looks similar to this.

The screenshot shows the Cayuse Sponsored Projects interface. At the top, there's a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. The main content area displays a proposal titled 'Johnson: DoE; Where is the windiest place on Earth?' with a link to 'My Active Projects / Johnson: DoE; Where is the windiest place on Earth? / 23-0108-P0001'. Below this, there's a 'My Actions' panel with buttons for 'Complete Review', 'Certify Proposal', and 'Route for Review'. To the right is a 'Proposal Summary' table with details like PI: Christine Jo..., Sponsor: U.S. Department of..., Project Start: 7/1/2023, Admin Unit: VP For Rese..., Prime Sponsor: --, Project End: 9/1/2023, Sponsor Deadline: 5/1/2023, Instrument: Grant, and Total Sponsor Costs: 15000. A dropdown menu shows 'Under Review'. At the bottom, there's a 'Proposal Form' section with tabs for 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. The 'General Information' tab is active, showing 'Sponsor Information' with fields for 'Sponsor:' and 'Prime Sponsor (if applicable):'. A note at the bottom right says 'All changes save automatically'.



3. **Locate the tabs in the middle of the screen** (i.e., not the tabs at the top). On the left-hand side of the screen, in the "Proposal Form" tab, you will see "Proposal Sections", and immediately below you will see 11 sections listed beginning with "General Information".

Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only

All changes save automatically

Proposal Sections

General Information

Investigators/Research Team

Budget

Subawards

Performance Sites

Regulatory Compliance

Export Control

Foreign Support And Collaboration

Conflicts Of Interests

Intellectual Property

Attachments And Submission Notes

Sponsor Information

Sponsor:*
U.S. Department of Energy (DoE)

Prime Sponsor (if applicable):

Please select "Organization Not Listed" if sponsor does not appear in drop-down list. Use "Prime Sponsor" to denote the original source of funding. It is the organization from where the funds originate.

If Sponsor is not listed, please enter below:

If Prime Sponsor is not listed, please enter below:

Sponsor ALN

Prime Sponsor ALN

Please specify if the funding source is federal government; state government; local government; private business/corporation or foundation; flow-thru; or international source.*

- Federal government
- State government
- Local government
- Private business/corporation or Foundation

4. **Carefully review all information provided** in each of the 11 sections. As you move from one section to the next, a green check mark will appear which denotes you have reviewed that section's information.

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- Federal government
- State government
- Local government
- Private business/corporation or Foundation



- 5. In the event you do not wish to certify the proposal (i.e., you reviewed it and would like to make changes), please **contact your assigned sponsored programs specialist** for assistance.
- 6. To certify the proposal, **click the blue “Certify Proposal” button**.

Johnson: DoE; Where is the windiest place on Earth?

[My Active Projects](#) / [Johnson: DoE: Where is the windiest place on Earth?](#) / [23-0108-P0001](#)

My Actions: Complete Review, **Certify Proposal**, Route for Review

Proposal Summary: Under Review

PI: Christine Jo... Sponsor: U.S. Department of ... Project Start... 7/1/2023

Admin Unit: VP For Rese... Prime Sponsor: -- Project End... 9/1/2023

Sponsor Deadline: 5/1/2023 Instrument ... Grant

Total Sponsor Costs: 15000

Project: [23-0108](#)

Proposal Form | Routing | History | Access | Tasks | Notes | Attachments | Links | Admin Only

All changes save automatically

Proposal Sections: General Information (checked), Investigators/Research Team (checked)

General Information

Sponsor Information

Sponsor*: U.S. Department of Energy (DoE) Prime Sponsor (if applicable):

- 7. The Confirm Certification screen will appear. **Check the box** to “Confirm my Certification”. You may enter comments, but they are not required. **Then click the blue “Certify” button**.

Confirm Certification

Confirm my Certification

Comment

Please add a comment:

Cancel **Certify**

By Clicking “Certify” the PI/Co-PI are certifying they acknowledge the responsibility associated with their role and agree to comply with the sponsoring agency’s terms and conditions for awards. Further the PI and Co-PIs are certifying the following:

- 1. The information submitted within the application is true, complete, and accurate to the best of my knowledge.



2. Any false, fictitious, or fraudulent statements or claims may subject the University, and the investigators, to criminal, civil or administrative penalties.
3. 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.
4. I will comply with all relevant state and federal regulations, University policies, and contractual obligations in carrying out the resultant award.
5. I have reviewed applicable U.S. Export Control requirements and institutional policy on Export Controls and will comply with the export control requirements.
6. 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.

Below is an alternative method to access your Cayuse Proposal.

Alternative Step 1: **Navigate to** Cayuse Sponsored Projects at <https://okstillwater.app.cayuse.com> . (You may be asked to **login to Cayuse** using your OSU O-Key username and password.) Once logged in you will see a Cayuse landing page like the one below. This is the “My Tasks” dashboard.

The screenshot shows the Cayuse platform interface. At the top left is the 'cayuse platform Home' logo. At the top right are navigation links for 'Products' and 'Christine'. The main content area is titled 'My Tasks' (highlighted with a red box) and includes a '+ New Task' button. Below the title are filter buttons for 'Assigned to Me' (selected), 'Created by Me', 'Open', and 'All'. A table lists tasks with columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. One task is listed: 'Certify Proposal - 23-0108-P0001' with Task Type 'Other', Assigned To 'Me', Created '04/03/2023', Last Activity '04/03/2023', and Status 'Open'. At the bottom, there is a '10 per page' dropdown and 'Showing 1 of 1 items'.

Alternative Step 2: From the “My Tasks” dashboard, you will see a list of all proposals that require your certification. **Click the proposal number** to begin the certification process.

This screenshot is identical to the previous one, but the 'Certify Proposal - 23-0108-P0001' text in the table is highlighted with a red box to indicate where the user should click.



After clicking the proposal number, you will be directed to the proposal form.

The screenshot displays the Cayuse Sponsored Projects interface. At the top, the 'cayuse Sponsored Projects' logo is on the left, and 'Products Christine' is on the right. A navigation bar includes 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. The main heading is 'Johnson: DoE; Where is the windiest place on Earth?' with a breadcrumb trail: 'My Active Projects / Johnson: DoE; Where is the windiest place on Earth? / 23-0108-P0001'. Below this is a 'My Actions' panel with buttons for 'Complete Review', 'Certify Proposal', and 'Route for Review'. The 'Proposal Summary' section shows: PI: Christine Jo..., Sponsor: U.S. Department of..., Project Start: 7/1/2023, Admin Unit: VP For Rese..., Prime Sponsor: --, Project End: 9/1/2023, Sponsor Deadline: 5/1/2023, Instrument: Grant, and Total Sponsor Costs: 15000. A 'Project: 23-0108' link is also present. A secondary navigation bar includes 'Proposal Form', 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. A note states 'All changes save automatically'. The 'Proposal Sections' list 'General Information' and 'Investigators/Research Team', both with green checkmarks. The 'General Information' section is expanded to show 'Sponsor Information' with input fields for 'Sponsor:' and 'Prime Sponsor (if applicable):'.

You will **then continue with Step #3.**