1. 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:

```
CA
Cayuse Administration <do-not-reply@cayuse.com>
To: Christine Johnson

Required Certification of Proposal 23-0108-P0001

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.
```

2. 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.
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”.

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.
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.

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.

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](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.

![Cayuse My Tasks Dashboard](image1)

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.

![Cayuse My Tasks Dashboard](image2)
After clicking the proposal number, you will be directed to the proposal form.

You will then continue with Step #3.