1. Clear your cache.

- Awards Dashbaard I Causes Sace X

Cayuse deploys periodic updates, and in order to enable these release changes into our OSU Cayuse environment, we recommend clearing your cache.

2. Manually search for the Award that needs review/certification/approval.

2-1. Log into OSU's Cayuse environment with your okey credentials:

https://okstillwater.app.cayuse.com

2-2. In the upper right-hand corner, under "Products", select "Sponsored Projects".

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Remove Stephen Clarke as NSCI head a	a Ad Hoc Task	Me	Me	06/19/2023	06/19/2023	06/30/2023	Open

2-3. In SP Dashboard, **navigate to the AWARDS tab** and then **click on the box "In Review & Negotiation".** This will filter the awards to display a list of those that are under review for certification/approval.

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3 A a c c	33 C Award losed	losed closeout has been com Award was administrat Award # 24-0169-A0001 23-0340-A0001 24-0102-A0001	PI Haley Murphy Peter Muriana Tingying Xu	X Project Title Murphy: UNT: Risk Assessments During Tornado Threats Mriana:USDA NIFA:Food Safety Scientific Knowledge Gaps Xu: NSF; GEO-CM A Systematic Investigation	Assign selected Sponsor University of North Texas U.S. Department of Agriculture (USDA) National Science Foundation (NSF)	Set View Image: Constraint on the set of the set	Download to CSV Prime Sponsor National Science Foundation (NSF)	/ 1 2 2

2-4. Review the list of Awards, identify the one (by Award #) that needs PI/Co-PI certification and/or Department Head approval, and **click on the link to the Award**.

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		24-0102-A0001	Tingying Xu	Xu: NSF; GEO-CM A Systematic Investigation	National Science Foundation (NSF)	2327527	

2-5. The Award Form will load. (It may take a few seconds to load.)

If the Award needs your certification or review, in the "My Actions" area, the "Complete Review" button will be BLUE and active. **Click on the blue "Complete Review" button** to complete your certification/approval.

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