

1. Clear your cache.

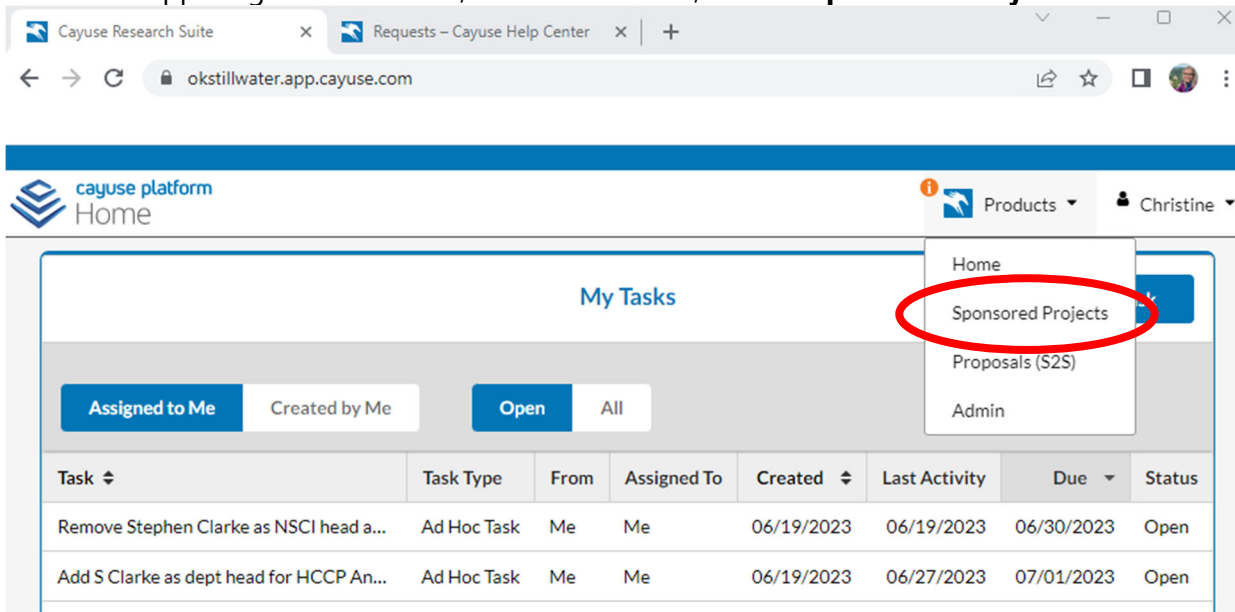
Cayuse deploys periodic updates, and in order to enable these release changes into our OSU Cayuse environment, we recommend clearing your cache.

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

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

<https://okstillwater.app.cayuse.com>

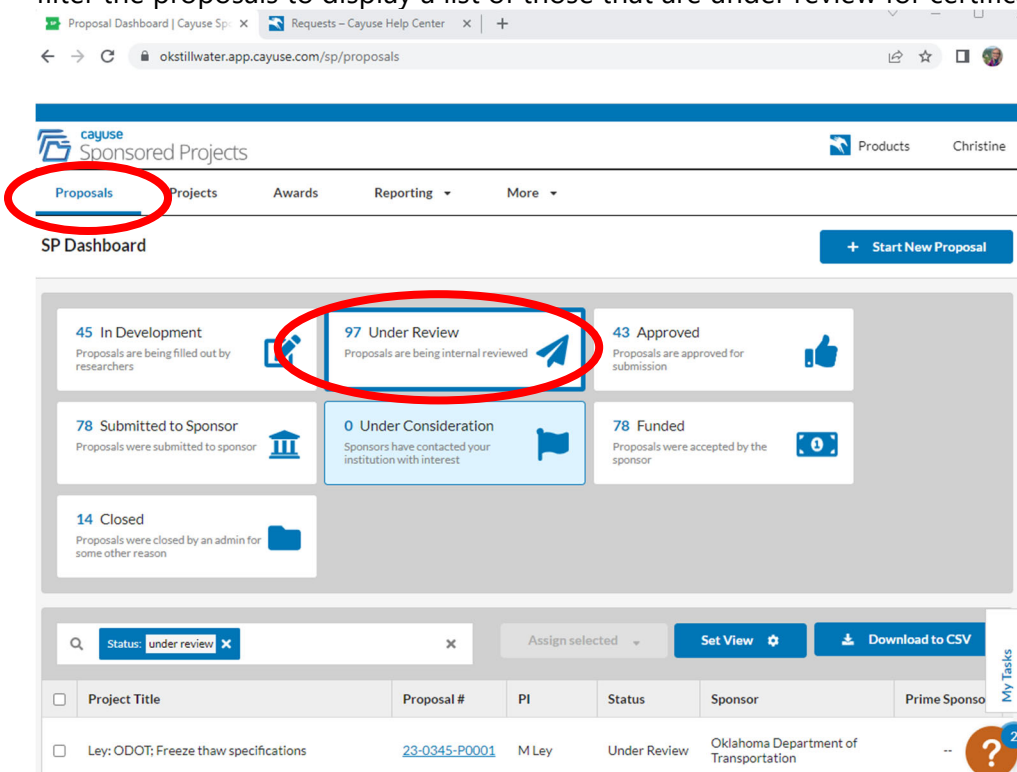
2-2. In the upper right-hand corner, under "Products", select **"Sponsored Projects"**.



The screenshot shows the Cayuse Research Suite home page. The 'Products' dropdown menu is open, and 'Sponsored Projects' is highlighted with a red circle. Below the menu is a 'My Tasks' section with a table of tasks.

| Task | Task Type | From | Assigned To | Created | Last Activity | Due | Status |
|--|-------------|------|-------------|------------|---------------|------------|--------|
| Remove Stephen Clarke as NSCI head a... | Ad Hoc Task | Me | Me | 06/19/2023 | 06/19/2023 | 06/30/2023 | Open |
| Add S Clarke as dept head for HCCP An... | Ad Hoc Task | Me | Me | 06/19/2023 | 06/27/2023 | 07/01/2023 | Open |

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



The screenshot shows the Cayuse Sponsored Projects dashboard. The 'Proposals' tab is highlighted with a red circle. The 'Under Review' status box is also highlighted with a red circle. Below the dashboard is a table of proposals.

| Project Title | Proposal # | PI | Status | Sponsor | Prime Sponsor |
|---------------------------------------|-------------------------------|-------|--------------|---------------------------------------|---------------|
| Ley: ODOT; Freeze thaw specifications | 23-0345-P0001 | M Ley | Under Review | Oklahoma Department of Transportation | -- |

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

The screenshot shows the Cayuse SP Dashboard. At the top, there are navigation tabs for Proposals, Projects, Awards, Reporting, and More. Below this is a 'SP Dashboard' section with a '+ Start New Proposal' button. The dashboard features several status cards: '45 In Development', '97 Under Review' (highlighted with a blue border), '43 Approved', '78 Submitted to Sponsor', '0 Under Consideration', '78 Funded', and '14 Closed'. Below the dashboard is a search bar with 'Status: under review' selected. A table of proposals is displayed with columns for Project Title, Proposal #, PI, Status, Sponsor, and Prime Sponsor. The proposal with ID '23-0345-P0001' is circled in red. A 'My Tasks' sidebar is visible on the right.

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

If the Proposal 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.

The screenshot shows the Cayuse Proposal Detail page for 'Ley: ODOT; Freeze thaw specifications'. The page includes a breadcrumb trail: 'My Active Projects / Ley: ODOT; Freeze thaw specifications / 23-0345-P0001'. Below the breadcrumb is a 'My Actions' section with a 'Complete Review' button circled in red and a 'Route for Review' button. The 'Proposal Summary' section displays details: PI: M Ley, Sponsor: Oklahoma Department of Transportation, Admin Unit: Civil & Environmental Engineering, Prime Sponsor: --, Sponsor Deadline: 6/24/2020, and Total Sponsor Costs: 600000. Below the summary is a navigation bar with tabs for Proposal Form, Routing, History, Access, Tasks, Notes, Attachments, Links, and Admin Only. The 'Proposal Form' tab is active, showing 'Proposal Sections' on the left and 'General Information' on the right. The 'General Information' section includes 'Sponsor Information' with a dropdown menu set to 'Oklahoma Department of Transportation' and a 'Prime Sponsor (if applicable):' field. A 'My Tasks' sidebar is visible on the right.