



Contents

How to Navigate the PI Dashboard.....	2
My Proposals.....	2
My Awards	3
How to Certify Your Proposal	4

PI Quick Guide – PI Dashboard Navigation

How to Navigate the PI Dashboard

My Proposals

1. Log into [Cayuse SP](http://Jefferson.cayuse424.com) (Jefferson.cayuse424.com) using your campus key & Cayuse-specific password (Note: this may or may not be the same password you use to access the network, depending on what password you choose to access Cayuse).
2. Select **Cayuse SP** from the **Research Administration Modules**.

Cayuse Research Suite

3.9.1

Research Administration Modules

• [Cayuse SP \(Sponsored Projects\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)

- Locate **My Proposals** on the left-hand menu and select the appropriate proposal number. Note: there will be a numbered hyperlink to the immediate left of **My Proposals**. Once a proposal is selected, complete the following tabs on the left-hand menu: **Regulatory Compliance, Export Control, Intellectual Property, and Proposal Abstract**. Save each page.



Unsubmitted proposals are still being worked on and have not been routed for approvals. *Submitted proposals* **have** been routed for required approvals. Note: neither status denotes submission to the sponsor.

My Awards

The **My Awards** dashboard has three tabs: **Awards, Active Projects, and Inactive Projects**.

- Awards: Shows all obligated awards where you are a member of the Award Research Team
- Active Projects: Shows projects that have an active project status, such as active or proposed. Projects will also appear here if the current user is listed as personnel on the research team for any award on the project.
- Inactive Projects: Shows projects for which the Project End Date has already passed. From the project number, you can click through to the Awards tab to view each award for the project.

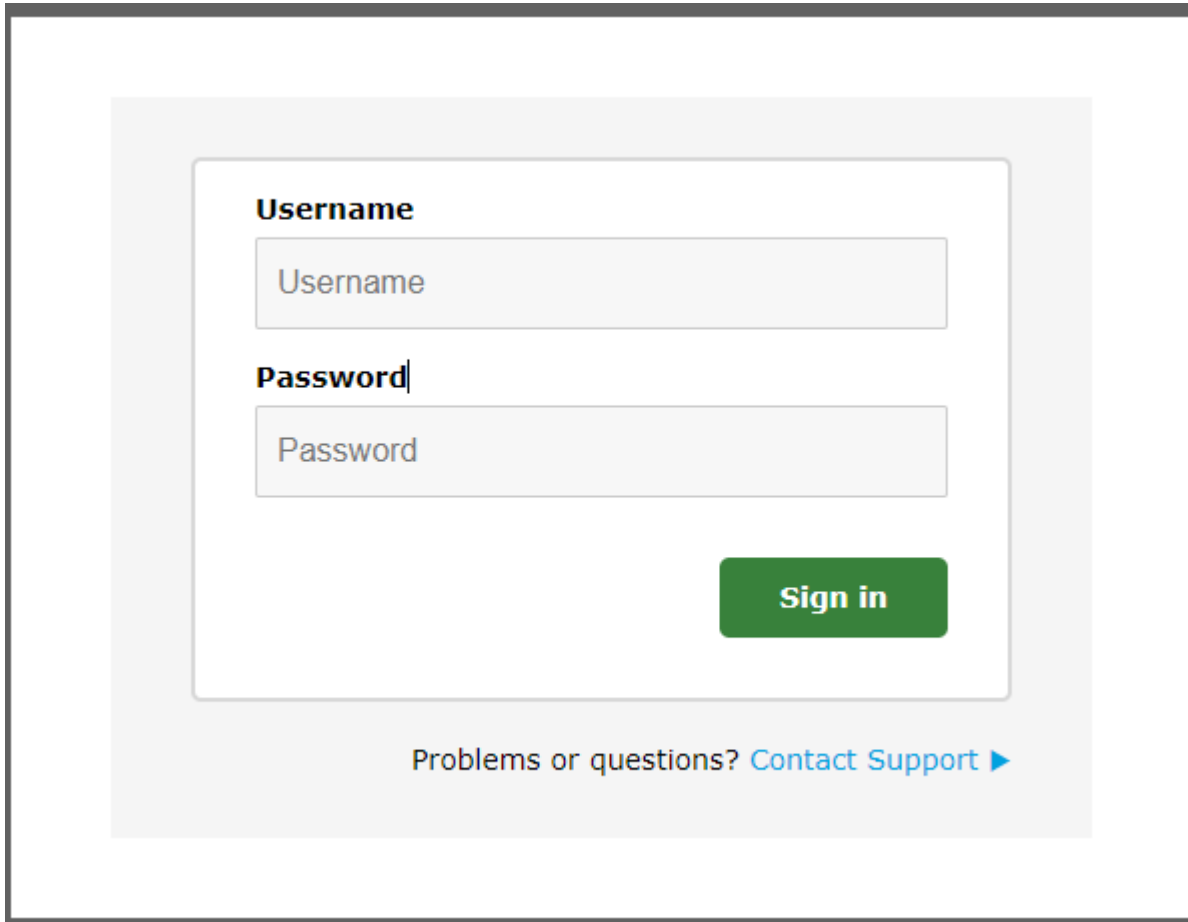
Award No.	Title	Lead PI	Sponsor	Award Amount	Award Notice Date	Project Start Date	Project End Date	Status
A15-0018-007	Frank and Paul's Bogus Journey	Frank Faculty	National Institutes of Health - NIH	\$2,093,520.00	1/12/16	9/01/15	8/31/16	Active
A13-0084-001	CC-TESTING OLD PROPOSAL	Christian Akroyd	Council International Exchange Scholars	\$2,312.00	12/31/15	7/23/12	7/22/19	Closed (Unfunded)
A15-0018-006	Frank and Paul's Bogus Journey	Frank Faculty	National Institutes of Health - NIH	\$2,093,520.00	7/20/15	9/01/15	8/31/16	Active (Legacy)

View 1 - 3 of 3 Page 1 of 1

PI Quick Guide – Certifying Your Proposal

How to Certify Your Proposal

1. Log into [Cayuse SP](https://jefferson.cayuse424.com) (Jefferson.cayuse424.com) using your campus key & Cayuse-specific password (Note: this may or may not be the same password you use to access the network, depending on what password you choose to access Cayuse).



The image shows a login form for Cayuse SP. It features two input fields: one for the Username and one for the Password. Below the password field is a green 'Sign in' button. At the bottom of the form, there is a link for 'Problems or questions? Contact Support' with a right-pointing arrow.

Username
Username

Password
Password

Sign in

Problems or questions? [Contact Support](#) ▶

2. Select **Cayuse SP** from the **Research Administration Modules**.

Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)

3. Locate the **Certification/Approvals** dashboard on the left-hand side of the page, select **PI Certification Inbox**, click the **To Be Certified** tab, locate and click on the hyperlink for the **Proposal No.** you are seeking to certify.

The image shows a two-step navigation process. On the left, a sidebar titled "Certifications/Approvals" contains two links: "PI Certification Inbox" and "Unit Approval Inbox". A blue arrow points from the "PI Certification Inbox" link to a screenshot of the main dashboard. The dashboard has two tabs: "To be Certified" (highlighted in yellow) and "Previously Reviewed" (highlighted in green). Below the tabs, a message reads: "Below is a list of proposals that require your certification as Lead". A table follows with three columns: "Date Submitted", "Proposal No.", and "Project Name". The "Proposal No." column contains two entries, both "13-0012", which are highlighted in yellow. The "Project Name" column contains two entries, both "Robin_NSF_April 2013".

4. View the **Internal Processing Form (IPF)** or the PDF document symbol to verify pertinent project information on the **Proposal Routing Status** screen. If the information is correct, click the **Certify Proposal** button. On the next screen, review the certification statements, add any comments (if applicable but not required) and click **Submit Certification**.

For assistance regarding any of what has been shared above, please contact your [assigned](#) point of contact or the Office of Research Administration at 215-503-6976.