1.) When you are next on a routing chain to approve a proposal, you will receive an email from Cayuse, such as the one below:

Due to approval by an AOR, the following proposal, due on Monday, June 28, 2021, Building Confidence and Opening Doors (BCOD) GEAR UP Partnership Project, please navigate to [http://lmu.cayuse424.com/1829/proposal.do?proposalid=1001163213] to view the proposal.

Note - the following comments were included with the action:

Whoop! Whoop! 1st Cayuse submission.

2.) After clicking the link, you are directed to the login to Cayuse Proposals via your LMU username and password.

3.) The Proposal Summary page opens. It gives you most of the information you will need about the proposal to approve it.
4.) Navigate through the proposal on the left side bar for details about the budget, proposal narrative (under supporting documents), key persons, and any other key documents that may be required for submission, such as cost share approval. Navigation for federal submissions varies from non-federal submission because of system-to-system functionality with Grants.Gov.

**a. Non-Federal Proposal**

- Budget detail here with budget narrative
- Narrative here under supporting documents

**b. Federal Proposal** – All information will be embedded in the proposal and not in the supporting document section. ORSP will offer guidance assistance in the reviewers comments.

- Narrative is found here
- Budget, Budget Narrative is here and Subawards are below
- Summary page will display proposal information for internal review.
5.) To review the proposal and budget narrative either in documents or embedded in the proposal, click the pdf link to read the documents.

6.) If ready to approve, click “Routing & Approval” in the right hand side bar under “Proposal Management.”

7.) To approve the proposal and move it to the next reviewer, click on the box by your name. Click the “approve” button in the dialog box that appears.

8.) Any comments you make are added to the routing history box at the bottom of the Routing & Approvals. Everyone can see these comments.
9.) To retract (reject) the proposal, uncheck (click) the box next to the name of the PI. The checkmark disappears. Cayuse sends it back with your comments. If you retract, communicate with the PI so s/he knows what needs to be fixed before you will approve it. The PI resend the proposal back through the routing chain with the changes/clarifications you requested.

Due to a retraction action, the following proposal now requires your attention:
Routing - NIH:3005 - Dr. Hopkins
Please navigate to http://sales-jeff.cayuse424.com/proposal.do?proposalId=1001314314 at your earliest convenience.

Note: The following comments were included with this action:
We cannot offer 100% release. Please revise.

10.) ALWAYS SIGN OUT of the proposal when finished. This allows the next user to access the proposal. If you close out of the screen without signing out it will lock the proposal.

11.) Cayuse will generate a final email to everyone in the chain once the proposal has been approved by all and is authorized for submission.

Due to approval by an AOR, the following proposal is now authorized for submission:
Routing - NIH:3005 - Dr. Hopkins
Please navigate to http://sales-jeff.cayuse424.com/proposal.do?proposalId=1001314314 to view the proposal.
Note - the following comments were included with the action:
Ready for submission.