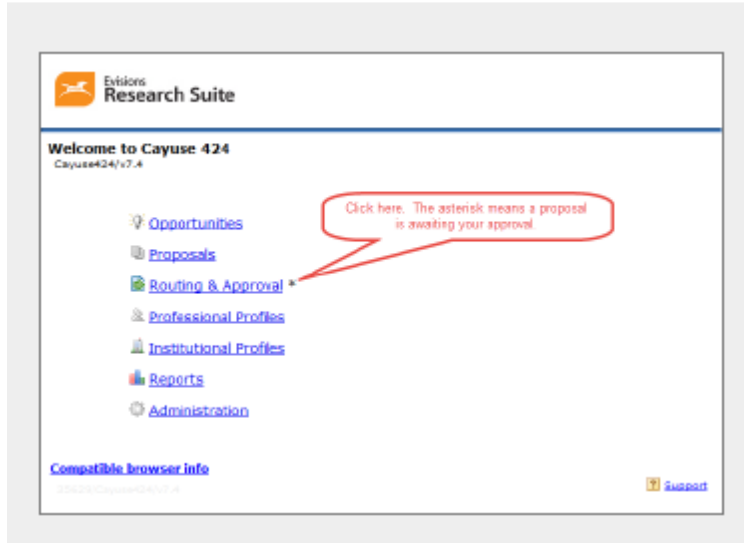


## PICTURE GUIDE # 2: Approving Proposals via Cayuse Website Link

### 1.) Log into Cayuse Proposals via the LMU ORSP website:

<https://academics.lmu.edu/orsp/submittinproposal/>. Use your LMU username and password, when prompted for this information.

On the overview page, you will see “Routing & Approval.”



### 2.) Click to open the “Routing Hot List” box. All the proposals needing your review and approval (or retraction) are listed. The Hot List Box tells you how many people (steps) are ahead of you on the routing chain. If the steps are zero, you are up next to review and approve. “Days old” is how long the proposal has been in the routing queue.

The screenshot shows the 'Routing Hot List' page. The navigation tabs at the top are: Opportunities, Proposals, Routing (selected), People, Institutions, and Reports. Below the tabs, it says "Showing 3 out of 3 proposals which may soon require action...". A dropdown menu is set to "Don't show entries older than:". The table below lists the proposals:

	Proposal	Steps away	Days old
*	<a href="#">Military Spouses: America's Invisible Veterans</a>	0	354
*	<a href="#">Training in a Time of Covid</a>	0	312
	<a href="#">The Legalization of W... in North America; a Study</a>	4	28