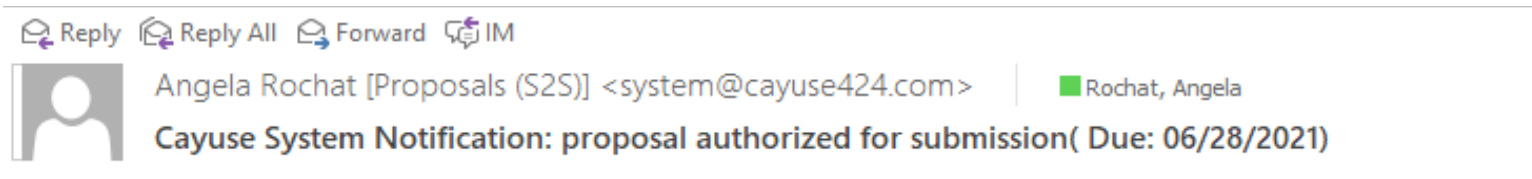




Loyola Marymount
University

Approving Proposals via Email in Cayuse Proposals

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, is now authorized for submission:

Building Confidence and Opening Doors (BCOD) GEAR UP Partnership Project

Please navigate to <http://lmu.cayuse424.com/1829/proposal.do?proposalId=1001163219> to view the proposal.

Note - the following comments were included with the action:

Whoop! Whoop! 1st Cayuse submission.



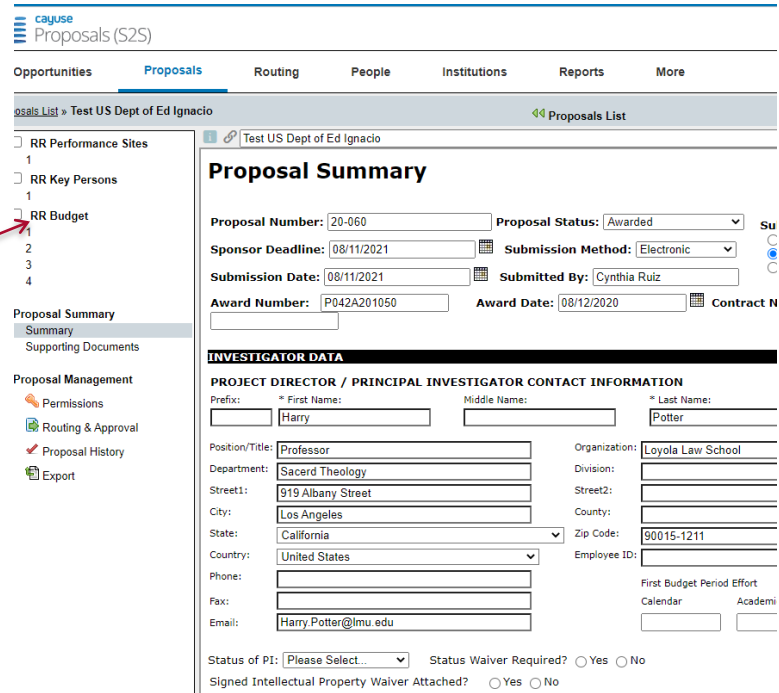
Click the link to access the proposal's summary page.



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.

Navigate through the proposal by clicking on headers in the side bar.



The screenshot displays the Cayuse Proposals (S2S) web application. The top navigation bar includes links for Opportunities, Proposals (active), Routing, People, Institutions, Reports, and More. The breadcrumb trail shows 'Proposals List » Test US Dept of Ed Ignacio'. The left sidebar contains a tree view with expandable sections: RR Performance Sites (1), RR Key Persons (1), RR Budget (1), Proposal Summary (selected), Supporting Documents, Proposal Management (Permissions, Routing & Approval, Proposal History, Export), and a red arrow points from the 'RR Budget' header to the 'Proposal Summary' section.

Proposal Summary

Proposal Number: 20-060 Proposal Status: Awarded
Sponsor Deadline: 08/11/2021 Submission Method: Electronic
Submission Date: 08/11/2021 Submitted By: Cynthia Ruiz
Award Number: P042A201050 Award Date: 08/12/2020 Contract N

INVESTIGATOR DATA

PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: * First Name: Harry Middle Name: Last Name: Potter
Position/Title: Professor Organization: Loyola Law School
Department: Sacerd Theology Division:
Street1: 919 Albany Street Street2:
City: Los Angeles County:
State: California Zip Code: 90015-1211
Country: United States Employee ID:
Phone: First Budget Period Effort
Fax: Calendar Academic
Email: Harry.Potter@lmu.edu

Status of PI: Please Select... Status Waiver Required? ☐ Yes ☐ No
Signed Intellectual Property Waiver Attached? ☐ Yes ☐ No



- 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.

Non-Federal Proposal

Proposals List » Test US Dept of Ed Ignacio

☐ RR Performance Sites
1

☐ RR Key Persons
1

☐ RR Budget
1
2
3
4

Proposal Summary
Summary
Supporting Documents

Proposal Management

Propos

Proposal Num

Sponsor Dea

Submission I

Award Num

INVESTIGAT

PROJECT OR

Budget detail here
with budget narrative.

Narrative here under
Supporting Documents.

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.

Proposals List » The Legalization of Wizards in North America; a Study

☒ SF424 RR
1
2

☒ RR Performance Sites
1

☒ RR Other Project Information
1

☒ NSF Key Persons
1

☒ RR Personal Data
1
2
3
4
5

☒ RR Budget
1
2
3
4

☐ RR Subaward Budget Attachment
1

☒ NSF Cover Page
1

☐ NSF Deviation Authorization
1

☐ NSF Suggested Reviewers
1

Proposal Summary
Summary
Supporting Documents

Proposal Management

Permissions

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

1. TYPE OF SUBMISSION
☐ Pre-application
☒ Application
☐ Changed/Corrected Application

5. APPLICANT INFORMATION
Legal Name: Loyola Law School
Department:
Street1: 919 Albany Street
City: Los Angeles
State/Province: California
Country: United States

Person to be contacted on matters involving
Prefix: First Name:
Olivia

Position/Title: OSP Officer
Street1: 2526 SW 1st Ave
City: Portland
State/Province: Oregon
Country: United States

Phone Number:
503-297-2108

6. EMPLOYER IDENTIFICATION
NUMBER(EIN) or (TIN):
951643334

8. TYPE OF APPLICATION:
☒ New



- 5.) To review the proposal and budget narrative either in documents or embedded in the proposal, click the pdf link to read the documents.

Supporting Documents Summary

Attach supporting documents here. Be sure to provide all documents with descriptive file names for easy access and attached.

Attachments Files uploaded here are for internal use and will not be submitted with the proposal.

1

Final | Draft

[Sections C-F DBO-E100 7-2-20 final](#)

9P | PDF | 331.49KB

No draft

—

Click the link to review narrative from Proposal Summary documents.

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

Proposal Summary

Summary

Supporting Documents

Proposal Management

Permissions

Routing & Approval

Proposal History

Export

Select Routing & Approval



- 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.



Routing & Approval ?

Routing Chain



Edit Chain?

Begin



Officer-OSP, Olivia - LMU: Office of Spons Proj - SAMPLE



Potter, Harry - LLS: Sacerd Theology



Click box by your name to approve.

- 8.) Any comments you make are added to the routing history box at the bottom of the Routing & Approvals. Everyone can see these comments.



An AOR has approved this proposal, so it is now submittable by a suitably authorized user.

Routing History

username	person	type	date/time	comments
osp-director		Modify	2021-08-09 14:32	
osp-director		Modify	2021-08-09 14:32	
osp-director		Modify	2021-08-09 14:32	
osp-director		Modify	2021-08-09 14:32	
osp-director		Modify	2021-06-03 14:50	
osp-director		Modify	2021-06-03 14:48	
osp-		Modify	2021-06-03	

Approver comments appear here with date and time forming a complete record of everyone who touched the proposal during the review.



- 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 resends the proposal back through the routing chain with the changes/clarifications you requested.

An Email message like this means the proposal has been retracted and is need of attention.

Due to a retraction action, the following proposal now requires your attention:

Routing - NIH:3005 - Dr. Hopkins

Please navigate to <http://sales->

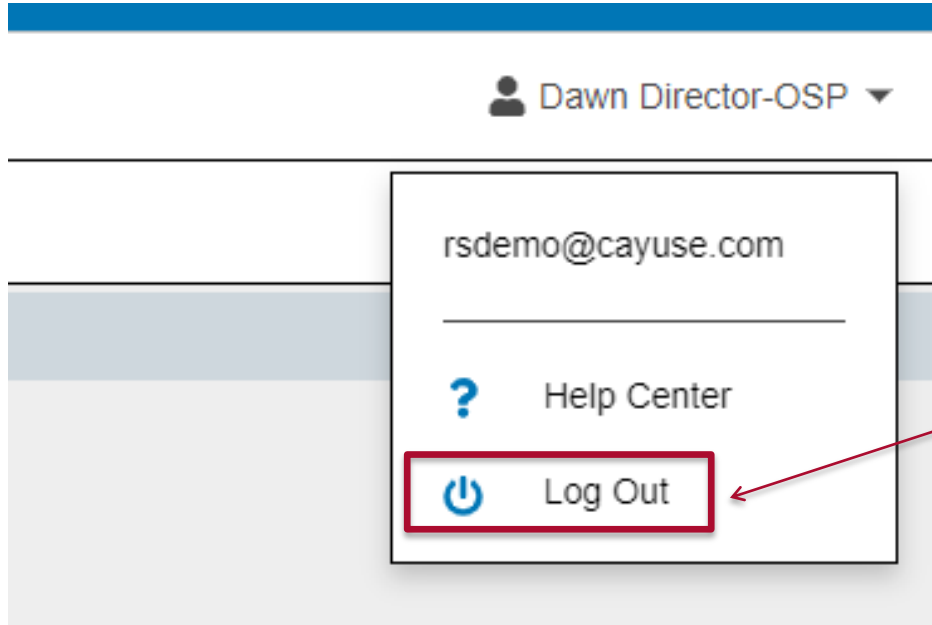
jeff.cayuse424.com/proposal.do?proposalId=1001314314 at your earliest convenience.

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.



Log Out in the upper right corner of the screen from the dropdown menu with your name.



- 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-](http://sales-jeff.cayuse424.com/proposal.do?proposalId=1001314314)

[jeff.cayuse424.com/proposal.do?proposalId=1001314314](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.





Loyola Marymount
University

**For further support,
please contact us at
ORSP@lmu.edu**