

How to Approve a Proposal in Cayuse

1. From your Cayuse Sponsored Programs Home page, click on “Unit Approval Inbox”

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Proposal Dashboard

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Award Dashboard

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Certifications/Approvals

- [PI Certification Inbox](#)
- [Unit Approval Inbox](#)**

The University of Tennessee
[Pre Award Office contact information](#)

2. On the “To be Authorized” tab, click on the number of the proposal you wish to review:

Unit Approval Inbox

To Be Authorized Previously Reviewed

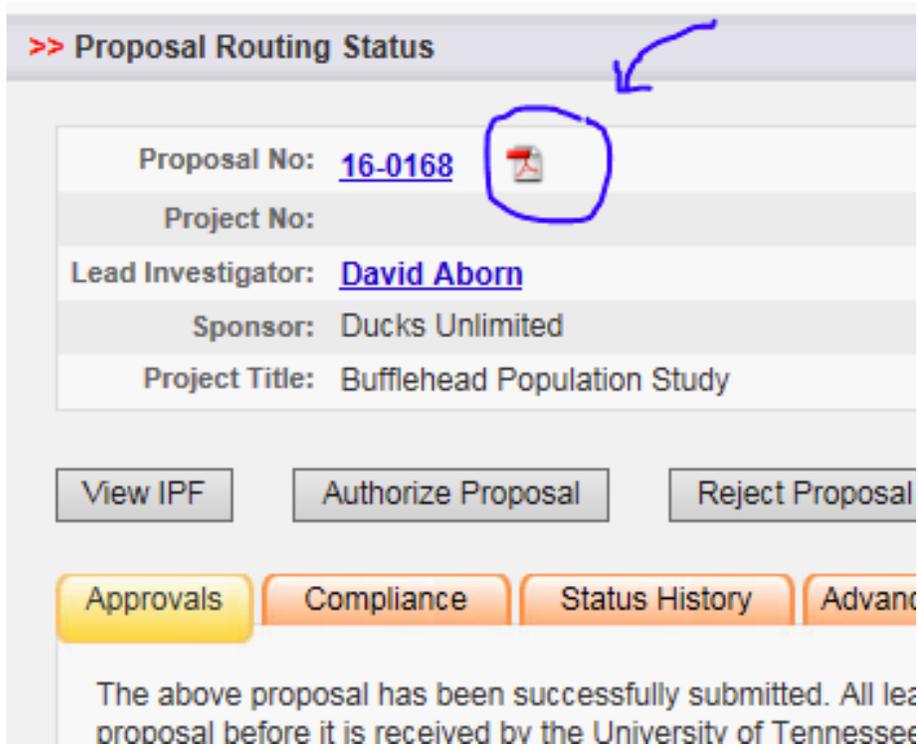
Below is a list of proposals that require your authorization as a unit proposal approver.

See [Research Contacts](#) for a complete listing of roles in your unit.

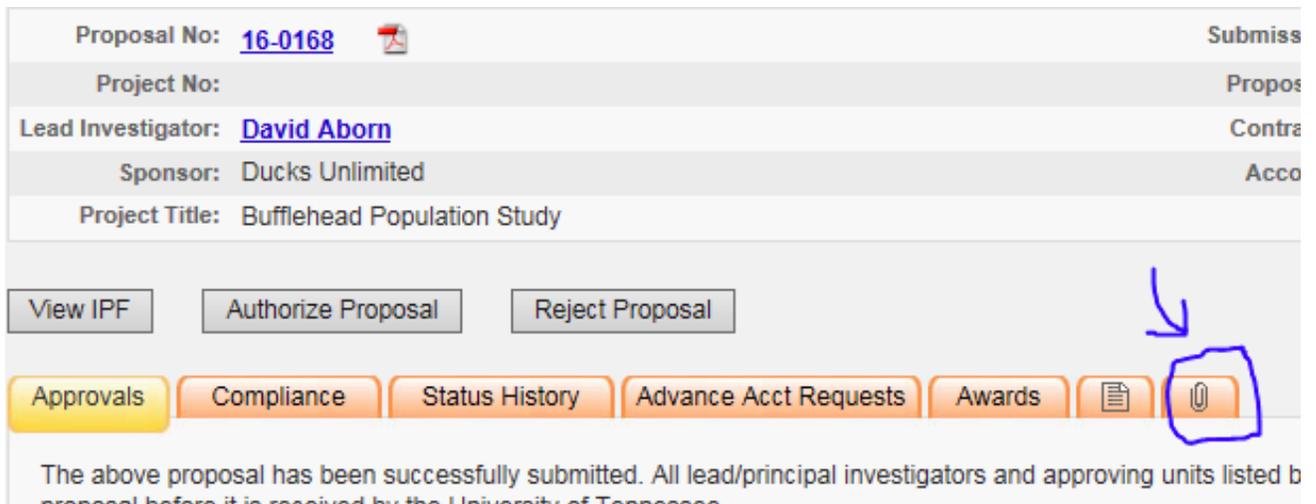
Prop No.	PI	Unit	Project Name
16-0084	Klug	Biology	ORSP routing test
16-0168	Aborn	Biology	Bufflehead research

View 1 - 2 of 2

3. To review the information entered about the proposal, click on the pdf icon. Alternately, you can click on the proposal number to review the information a page at a time.



4. To review the documents (proposal application, budget, etc.) attached to the Cayuse proposal entry, click on the Attachments icon:



5. When you are ready to Approve the proposal, click the “Authorize Proposal” button:

>> Proposal Routing Status

Proposal No: [16-0168](#)

Project No:

Lead Investigator: [David Aborn](#)

Sponsor: Ducks Unlimited

Project Title: Buffalohead Population Study

View IPF Authorize Proposal ~~Reject Proposal~~

Approvals Compliance Status History Advance Acct Req

The above proposal has been successfully submitted. All lead/principal approval before it is received by the University of Tennessee

Please **DO NOT** click the “Reject Proposal” button – instead, if you have questions or corrections to the proposal, contact the Office of Research and Sponsored Programs. ORSP staff will work with you to resolve the issues, if at all possible.

6. On the Proposal Authorization page, click on the “Submit Authorization” button to complete the approval process.

MY DASHBOARD LOG OUT

Proposal Authorization

As Dean/Chair/Director, I understand and assume the following responsibilities with respect to this application:

- The proposed activity is appropriate for the Department/Center/College/Institute and supports the mission of the University;
- The Department/Center/College/Institute has agreed to provide the resources identified in this application;
- The resources committed, as applicable, may include cost sharing and the responsibility for reimbursement of costs to the University in the period of performance of this project; and
- The ultimate responsibility for approval resides with me, even if I have delegated signature authority to someone else due to an absence. In absence, a copy of the delegation is on file at my organization.

Authorization notes are not required, but are encouraged.

* Please enter any comments you might have regarding this proposal.

Submit Authorization Cancel