

How to Certify a Proposal in Cayuse

1. From your Cayuse Sponsored Projects home page, click on “PI Certification Inbox”:

The screenshot shows the 'My Dashboard' with a 'More' link. Under the 'Proposal Dashboard' section, the 'PI Certification Inbox' is highlighted in yellow and has a red double arrow icon next to it. Other options include 'Start New Proposal', 'My Proposals', 'Proposals In My Unit', 'Advance Acct Requests Inbox', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', and 'Unit Approval Inbox'. At the bottom, there is a link for 'The University of Tennessee Pre Award Office contact information'.

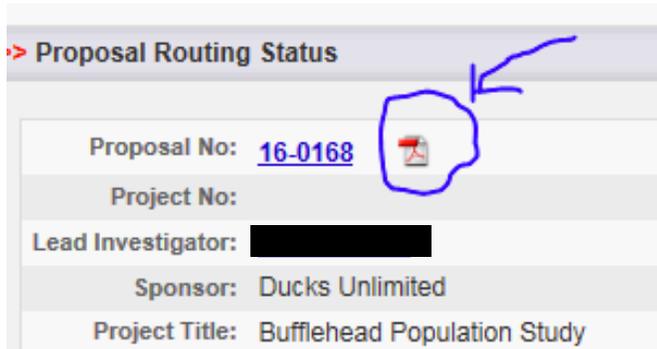
2. On the “To be Certified” tab, click on the number of the proposal you wish to certify:

The screenshot shows the 'PI Certification Inbox' with two tabs: 'To be Certified' (selected) and 'Previously Reviewed'. Below the tabs, a blue text message reads: 'Below is a list of proposals that require your certification as Lead or Principal Investigator.'

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

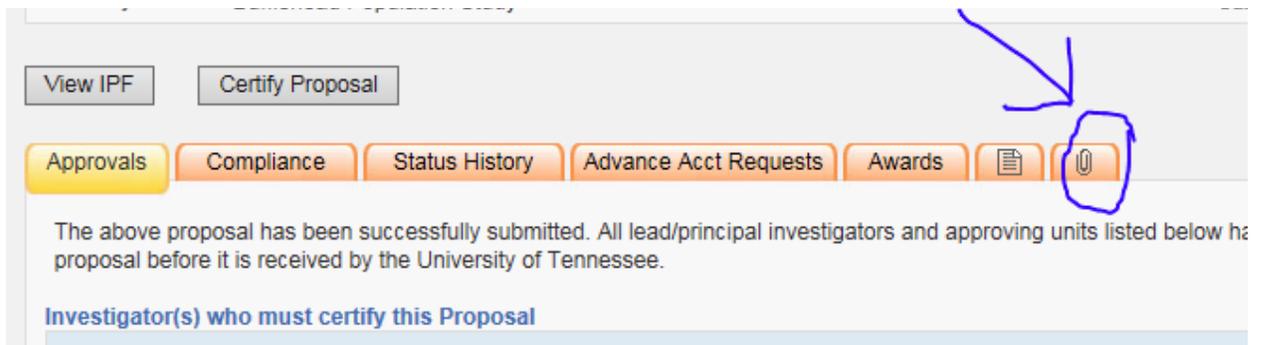
View 1 - 2 of 2

3. To see a pdf of all the information entered about the proposal, click on the pdf icon. Alternately, you can click on the proposal number to look at the entry pages one at a time.

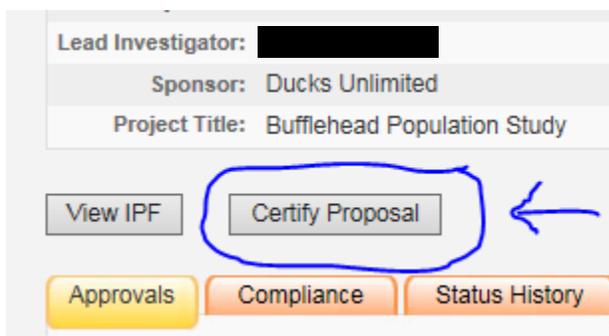


If you have questions or corrections to any information, contact the Office of Research and Sponsored Programs and we will make them for you. You cannot make changes to the Cayuse entry once it has been routed for certification and approval.

4. To review the documents attached to the proposal entry (the proposal application, the budget, etc.), click on the attachments tab:



5. When you are ready to certify, click the "Certify Proposal" button:



6. On the Proposal Certification page, click the “Submit Certification” button to complete the process.

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>> Proposal Certification

As the Lead PI or PI, I understand and certify that:

- The information submitted within the application is true, complete, and accurate to the best of my knowledge;
- Any false, fictitious, or fraudulent statements or claims may subject the University and Lead PI or PI to criminal, civil, or administrative penalties;
- I agree to accept responsibility for the scientific, fiscal, and ethical conduct of the project and to provide the required progress reports if an award is made;
- I will comply with all relevant state and federal regulations, University policies, and contractual obligations;
- I hereby assign to the University all of my right, title, and interest in and to any inventions and creations (except scholarly works) arising from or related to the project;
- I have reviewed all U.S. Export Control requirements and certify that either they do not apply to this project or I will comply with the export control requirements.

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

Submit Certification Cancel

Note that the proposal you certified is no longer in the yellow “To Be Certified” tab; it has moved to the green “Previously Reviewed” tab.

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Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Advance Acct Requests Inbox](#)
- Award Dashboard**

>> PI Certification Inbox

To be Certified **Previously Reviewed**

Below is a list of previously certified proposals.

Proposal No.	Project Name	Sponsor
16-0168	Bufflehead research	Ducks Unlimited