


City Tech OSP Quick Guide

Cayuse Proposal Record Approval

To approve a Cayuse proposal record either log into Cayuse or access Cayuse via link in your email notification.

Cayuse homepage – My Tasks



Products ▾
Patricia Gorkhover(15293493) ▾

Create New ▾

My Tasks

Filters

Restore Defaults

QUICK FILTERS

☒ Assigned to Me

☒ Assigned to a Team

☐ Created by Me

STATUS

☒ Open

☒ In Progress

☒ On Hold

☐ Closed

EXTERNAL DUE DATE

☐ <30 Days

☐ Past Due

CATEGORY

Search Category

☒ Select All

☒ Action

☒ Award Budget Review





☒ Award Closeout

☒ Award Modification

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

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Set View

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date	Status
26-02-0305	 Review Proposal for NYT01 - Grants Office - 25-7176-P0001	SP Review	--	--	--	--	--	10/16/2025	Open
26-02-0306	 Review Proposal for NYT01 - Grants Office - 25-1196-P0001	SP Review	--	--	--	--	--	10/16/2025	Open
26-02-0307	 Review Proposal for NYT01 - Grants Office - 25-7108-P0001	SP Review	--	--	--	--	--	10/16/2025	Open
26-02-0304	 Review Proposal for NYT01 - Grants Office - 26-6310-P0001	SP Review	--	--	--	--	--	10/16/2025	Open

10 per page ▾

Showing 4 / 4 items



From Task record click on ID number and you will see the proposal record requiring review.
The status shown here is *Under Review* (circled in red).
To approve click *Complete Review* under My Actions (circled in green).

My Actions

[Complete Review](#)

[Route for Review](#)

Proposal Summary

PI: Patricia Gorkhover(15293493)

Sponsor: PSC-CUNY PROGRAM YEAR 57-PP

Project Start Date: 7/1/2026

Project End Date: 6/30/2027

Instrument Type: PSC CUNY

Admin Unit: --

Prime Sponsor: --

Sponsor Deadline: 12/15/2025

Total Sponsor Costs: 5000

Under Review

Project: [26-6310](#)

Proposal Form

[Routing](#) [History](#) [Access](#) [Tasks](#) [Notes](#) [Attachments](#) [Links](#) [Admin Only](#)

[Edit](#) [Save](#)

Proposal Sections

- General Information ✓
- Key Personnel ✓
- Summary Budget ✓
- Performance Sites ✓
- Regulatory Compliance ✓
- Export Control ✓

General Information

Sponsor Information

Please select the CUNY campus that serves as your primary appointment.*

New York City College of Technology (City Tech) ▼

Sponsor Submission Deadline:*

12/15/2025

Funding/Instrument Type:*

PSC CUNY ▼

If the funding agency has a rolling deadline (or no deadline), please input the intended submission date.

Will this proposal be submitted through the Graduate Center?*

☐ Yes

☐ View Definitions for Instrument Type

My Tasks 4

A Cayuse proposal record includes the following tabs:

Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
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A Cayuse proposal record includes these sections.

Sections are complete when there is a green circle with a check mark.

Incomplete sections are marked in red.

Proposal Sections	
General Information	✓
Key Personnel	✓
Summary Budget	✓
Performance Sites	✓
Regulatory Compliance	✓
Export Control	✓
Additional Information	✓
Grants Officer Only	✓

Proposal Sections	
General Information	✓
Key Personnel	!
Summary Budget	2
Performance Sites	!
Regulatory Compliance	!
Export Control	!
Additional Information	!
Grants Officer Only	!

Review proposal sections and click *Complete Review* to approve.

The *General information* section includes sponsor, title, proposal discipline, start and end dates.

The *Key Personnel* section includes PI, Co-PI names and departments.

The *Summary Budget* section includes budget amounts, release time information (if requested) and other budget considerations.

If there is an issue and you do not want approve, please email the PI of proposal and SponsoredPrograms@citytech.cuny.edu