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

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).

A Cayuse proposal record includes the following tabs:

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 C*omplete 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