

Department Chair and/or Dean Approval Steps Guide for Cayuse SP

Log into myIIT

Select the Research Tab

The screenshot shows the myIIT portal interface. At the top, the navigation menu includes: Welcome, Academics, Student Life, Finances, Work, Banner Finance, Library, **Research** (circled), My Stuff, and Training and Support. The date is May 9, 2016. The main content area is divided into several sections:

- IIT Events:** IIT Today - University Events. View the University Calendar Here.
- IIT Today:** A list of news items including:
 - Armour College of Engineering Undergraduate Students Awarded Summer 2016 Armour R&D Fellowships
 - Department of Chemistry Holds 2015-16 Student Awards Event
 - Co-Terminal Biology/CS Student Iva Veseli Wins ASM Undergraduate Research Fellowship
 - Mohammad Shahidehpour's Article in IEEE Electrification Magazine Most Downloaded in March 2016
 - President Alan Cramb Awarded the Bessemer Medal by the Institute of Materials, Minerals and Mining
 - Leadership Academy Welcomes new Scholars
 - Galvin Library Hours During Break
 - Spring Career Crash Course - June 1
 - Stay Safe With These Common Sense Public Safety Tips
- Public Safety:** EMERGENCY PHONE NUMBERS. Main Campus: Emergency 312.808.6363 | Non-Emergency 312.808.6300. Downtown Campus 312.906.5030. Moffett Campus 708.563.8280. Rice Campus 630.682.6054. Includes links for Public Safety website, IIT Campus Emergency Guide, and Fire Safety Video.
- IIT Personal ID Numbers:** The Banner CWID is the primary identifier for new Fall 2008 students and faculty/staff who joined the university on June 23, 2008 or later. Banner CWID: A20002450. Legacy CWID: 10384912.
- Personal Announcements:** There are no announcements.
- Google Apps Account Maintenance:** The following links provide helpful tools for managing your Google account. Email Address 'Nickname' - IIT Students ONLY. Click the link below to add a nickname (email alias) for email sent to your student Gmail account.
- Welcome New Students:** Welcome to the IIT portal for all Newly. my.iit.edu/jsp/misc/iit/gRe.jsp?gdest=STU
- Community Support:** CONCERNED ABOUT AN IIT STUDENT, FACULTY OR STAFF MEMBER? The Community Support Team assists members of the IIT.

Select the link Cayuse Grant Software

The screenshot shows the IIT MyIIT website interface. At the top, there is a navigation bar with the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY". Below this, a user is logged in as "Robert J. Lapointe". A horizontal menu contains various service icons and labels: VCL, Google Apps for Students, Google Apps for Faculty and Staff, Blackboard HawkLink, peopleadmin recruiting, peopleadmin performance, ots support, library e-resources, cognos 10 Center for Disability Resources, Logout, and Help. A secondary menu below includes: Welcome, Academics, Student Life, Finances, Work, Banner Finance, Library, Research, My Stuff, and Training and Support. The date "May 9, 2016" is displayed on the right.

The main content area is divided into several widgets:

- About This Tab - Research:** A text box explaining that this tab contains content channels for research funding and applications, with a link to suggest new channels.
- Funding Opportunities:** Lists "Internal Funding", "External Funding", "Fellowships and Scholarships", and "Undergraduate Research". It also describes "Services Available to IIT Faculty" and "GrantForward".
- Research Centers:** States that faculty and students engage in research across various disciplines through institutes, centers, and programs.
- Research Institutes:** Provides a URL: <https://iit.cayuse424.com>.
- Cayuse Grant Software:** A widget with a single link, "Cayuse Grant Software", which is circled in red.
- Research News:** Announces that news about research can be found on OSRP's website and lists "IIT Research Website" and "IIT Research Centers".
- Research - Technology Commercialization:** Provides contact information for the IIT Technology Commercialization Office, including the address (10 W. 35th St., Suite 7D7-1, Chicago, IL 60616) and the director, Herbert Munsterman.
- Research Compliance | Development:** Details the "Research Compliance and Proposal Development" office, including its address and website.
- Sponsored Research and Programs:** Provides contact information for the Office of Sponsored Research and Programs (OSRP), including its address and email.

The Windows taskbar at the bottom shows the system tray with the date and time: "10:12 AM 5/9/2016".

Select the link Cayuse SP

The screenshot shows a web browser window with the URL <https://iit-uat.cayuse424.com>. The browser's address bar and tabs are visible at the top. The main content area features a header banner with the Evisions Research Suite logo and the text "Evisions Research Suite" and "evisions". Below the banner, the user is logged in as "rbrackett" with a "Log out" link. The main navigation menu is organized into three sections:

- Evisions Research Suite**
3.5.1
- Research Administration Modules**
 - [Cayuse SP \(Sponsored Projects\)](#) (This link is circled in red)
 - [Cayuse SP](#)
- System Administration Applications**
 - [Backbone](#)
 - [Research Contacts](#)
 - [Workflow](#)
- Application Help** (with a question mark icon)
 - [Research Suite Support Center](#)
 - [Browser Support & Configuration](#)

The Windows taskbar at the bottom shows the system tray with the date and time: "T:\ ALL 4:02 PM 5/6/2016".

Select the link Unit Approval Inbox

Welcome - Evisions Rese... Cayuse SP

https://iit-uat.cayuse424.com/sp/index.cfm

Apps Bookmarks Illinois Institute of Te... Routing Sheet My IIT NIH eRA Commons NSF FastLane Grants.gov CFR ASSIST NIH Cayuse Basecamp IIT Sandbox

ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED PROJECTS** Logged in as: Robert Brackett

HOME MY DASHBOARD REPORTING LOG OUT For immediate assistance, contact support at 312-567-3035.

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Advanced Expenditure Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

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

SPONSORED RESEARCH AND PROGRAMS
10 W 35th Street
Chicago, IL 60618-3717
Phone: 312-567-3035
Email: osrp@iit.edu

>> Welcome to Cayuse SP

Use the Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a contributing member.
- View proposal records in administering departments to which you have been granted Proposal Data Access.
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver.

Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team.
- View awards in administering departments to which you have been granted Award Data Access.

Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a departmental/college/center IPF Approver.

Administrative Support

Email: osrp@iit.edu

Contact the Office of Sponsored Research and Programs, osrp@iit.edu, for policies and procedures regarding the management and administration of research and sponsored activities. We serve as your primary contact for information about funding opportunities, research proposal development, budget development, award administration and more.

Technical Support

For technical issues in Cayuse SP, contact Evisions Technical Support at one of the following:

- Email: ResearchSuiteSupport@Evisions.com
- Phone: 503.297.2108

Also refer to the [Evisions Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.

CAYUSE

This application is supported by IIT OSRP
Please [contact support](#) if you have any questions.

T:\ ALL 4:02 PM 5/6/2016

Select the link to the proposal you want to approve. In this example 16-015

File Edit View History Bookmarks Tools Help

Welcome - Evisions Research S... Cayuse SP

https://iit-uat.cayuse424.com/sp/index.cfm?event=dashboard.proposal.deptReview

Most Visited Getting Started EERE Exchange Routing Sheet NSF FastLane ARPA-E Exchange IIT Armour myIIT IIT Phone Book Cayuse Production Base Camp

ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED PROJECTS** Logged in as: Grant Bunker

HOME MY DASHBOARD REPORTING LOG OUT For immediate assistance, contact support at 312-567-3035.

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals in My Unit](#)
- [Advanced Expenditure Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards in My Unit](#)

Certifications/Approvals

- [PI Certification Inbox](#)

1 Unit Approval Inbox >>

Sponsored Research and Programs
10 W. 35th Street
Chicago, IL 60616-3717
Phone: 312-567-3035
Email: osp@iit.edu

>> 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	Sponsor	Deadline	PI Cert
16-0015	Segre	Physics	TEST - The Physics of Batteries	NIH - National Institutes of Health	05/31/2016	Yes

View 1 - 1 of 1 Page 1 of 1

CAYUSE

This application is supported by IIT OSRP
Please [contact support](#) if you have any questions.

How likely are you to recommend Cayuse SP to a friend or co-worker?

Not at all likely 0 1 2 3 4 5 6 7 8 9 10 Extremely likely

powered by wootric

T:\ ALL 10:05 AM 5/9/2016

Select the Authorize Proposal Button or Reject Proposal if you do not want to approve

The screenshot shows the Cayuse SP web application interface. The browser address bar displays the URL: https://iit-uat.cayuse424.com/sp/prop_routing_status.cfm?prop_id=16. The page title is "SPONSORED PROJECTS" and the user is logged in as "Grant Bunker".

The main content area is titled "Proposal Routing Status" and displays the following information:

- Proposal No: 16-0015
- Submission Deadline: 5/31/2016
- Project No:
- Proposal Specialist:
- Lead Investigator: Carlo Segre
- Contract Specialist:
- Sponsor: NIH - National Institutes of Health
- Account Manager: Diana Martinez, Ann Marie LoPrieno
- Project Title: TEST - The Physics of Batteries

Below the proposal details, there are two buttons: "View IPF" and "Authorize Proposal" (circled in red). To the right of "Authorize Proposal" is a "Reject Proposal" button (also circled in red).

Below the buttons, there are several tabs: "Approvals", "Compliance", "Status History", "Advanced Expenditure", and "Awards".

The main text states: "The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Sponsored Research and Programs."

There are two tables on the page:

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Carlo Segre	Lead Principal Investigator	Certified on 05/03/2016 02:43 PM
Leon Shaw	Principal Investigator	Certified on 05/09/2016 09:54 AM
David Gidalevitz	Principal Investigator	Certified on 05/09/2016 09:59 AM

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Physics	Grant Bunker	Not Yet Reviewed
2	Mech Matri and Aero Eng	Dietmar Rempfer	Not Yet Reviewed
3	College of Science	Russell Betts	Not Yet Reviewed
4	Armour College of Eng	Natalcha DePaola , Darci McHale	Not Yet Reviewed
3	Sponsored Research and Programs	Admin Office	

Status History

Status	Person	Date
Changed to: Submitted for Routing	Changed by: Carlo Segre	5/03/2016 02:40 PM
Changed to: Not submitted	Changed by: Carlo Segre	5/03/2016 01:03 PM

Select the Submit Authorization button

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Welcome - Evisions Research S...", "Cayuse SP".
- Address Bar:** https://iit-uat.cayuse424.com/sp/de_auth_decision.cfm?auth_type=dept&authorize=1
- Navigation Bar:** Includes "HOME", "MY DASHBOARD", "REPORTING", "LOG OUT".
- Page Header:** "ILLINOIS INSTITUTE OF TECHNOLOGY SPONSORED PROJECTS", "Logged in as: Grant Bunker", and "For immediate assistance, contact support at 312-567-3035".
- Main Content Area:**
 - Section:** ">> Proposal Authorization"
 - Text:** "As Dean/Chair/Director, I understand and assume the following responsibilities with respect to this application:"
 - List of Responsibilities:**
 - It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
 - That the Department/Center/Institute has agreed to provide the resources identified in this application.
 - When applicable, these resources could include cost sharing. I understand that it is the College's responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.
 - I approve this individual's eligibility to serve in the role of PI on this project.
 - Text:** "In the event that I have delegated my signature authority to the person signing this Internal Processing Form in my absence, a copy of the delegation is on file at my organization. However as Dean/Chair/Director, ultimate responsibility remains with me."
 - Text:** "Please enter any comments you might have regarding this proposal."
 - Form:** A large empty text input box for comments.
 - Buttons:** "Submit Authorization" (circled in red) and "Cancel".
- Footer:** "CAYUSE" logo and "This application is supported by IIT OSRP. Please [contact support](#) if you have any questions."
- Taskbar:** Shows the Windows taskbar with various application icons and the system clock displaying "10:06 AM 5/9/2016".