

# PI Certification Guide for Cayuse SP

Cayuse Main Page

Click on **Cayuse SP** (Sponsored Projects)

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https://iit-uat.cayuse424.com

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 **Evisions  
Research Suite**

**evisions**

Logged in as: *davism*  
Log out

**Evisions Research Suite**  
3.2

**Research Administration Modules**

- Cayuse SP (Sponsored Projects)**

**System Administration Applications**

- Backbone
- Research Contacts
- Workflow

**Application Help**

- Research Suite Support Center
- Browser Support & Configuration

Budgets\_Proposals (\\myfile.iit.edu\gra ALL 6:36 PM 2/16/2016

On left side-bar click “PI Certification Inbox”

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Search | Illinois Institute of ... x MyIIT x [Illinois Institute of Techno... x Welcome - Evisions Research S... x Cayuse SP x +

https://it-uat.cayuse424.com/sp/index.cfm Search

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ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED PROJECTS** Logged in as: Michael Davis

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

**Proposal Dashboard**

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

**Award Dashboard**

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

**Certifications/Approvals**

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

**Sponsored Research and Programs**  
10 W. 35th Street  
Chicago, IL 60616-3717  
Phone: 312-567-3035  
Email: [osrp@iit.edu](mailto: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](mailto:osrp@iit.edu)

Contact the Office of Sponsored Research and Programs, [osrp@iit.edu](mailto: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](mailto: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 OSRP](#) if you have any questions.

https://it-uat.cayuse424.com/sp/manage\_auth\_inv.cfm

Budgets\_Proposals (\\myfile.iit.edu\gra » ALL » 6:37 PM 2/16/2016

Click on **proposal number** you want to certify (in test picture below this is 16-0039). *Note: If you are working on more than one proposal, all proposal numbers will be listed.*

The screenshot shows a web browser window displaying the Cayuse SP application. The browser's address bar shows the URL: [https://iit-ust.cayuse424.com/sp/manage\\_auth\\_inv.cfm?WID=BSWin\\_07949969808836211](https://iit-ust.cayuse424.com/sp/manage_auth_inv.cfm?WID=BSWin_07949969808836211). The page header includes the Illinois Institute of Technology logo and the text "SPONSORED PROJECTS". The user is logged in as Michael Davis. The main content area is titled "PI Certification Inbox" and contains two tabs: "To be Certified" (active) and "Previously Reviewed". Below the tabs, a message states: "Below is a list of proposals that require your certification as Lead or Principal Investigator." A table follows with the following data:

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
2/16/2016	16-0039	Humanities Practice Fellowships	NEH - National Endowment for the Humanities	02/17/2016	

The proposal number "16-0039" in the table is circled in red. The left sidebar contains navigation links for "Proposal Dashboard", "Award Dashboard", and "Certifications/Approvals". The bottom of the page features the Cayuse logo and a footer note: "This application is supported by IIT OSRP. Please contact OSRP if you have any questions." The Windows taskbar at the bottom shows the system tray with the date and time: 6:38 PM, 2/16/2016.

Click the **“Certify Proposal”** button (about half-way down the page)

The screenshot shows a web browser window displaying the Cayuse SP application. The browser's address bar shows the URL: [https://iit-uat.cayuse424.com/sp/prop\\_routing\\_status.cfm?prop\\_id=44](https://iit-uat.cayuse424.com/sp/prop_routing_status.cfm?prop_id=44). The page header includes the Illinois Institute of Technology logo and the text "SPONSORED PROJECTS". The user is logged in as Michael Davis. The main content area is titled "Proposal Routing Status" and displays details for proposal 16-0039, submitted by Libby Hemphill. A red circle highlights the "Certify Proposal" button. Below this, there are tabs for "Approvals", "Compliance", "Status History", "Advanced Expenditure", and "Awards". A message states: "The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Sponsored Research and Programs." Two tables follow: "Investigator(s) who must certify this Proposal" and "Department(s) that must authorize this proposal".

**Proposal Routing Status**

Proposal No: 16-0039 (oversheet) Submission Deadline: 2/17/2016

Lead Investigator: Libby Hemphill Sponsor: NEH - National Endowment for the Humanities

Proposal Specialist: Contract Specialist:

Program Administrator:

Account Manager:

Project Title: Implementing the Humanities in Practice Fellowships

[View IPF](#) [Certify Proposal](#)

**Approvals** | Compliance | Status History | Advanced Expenditure | Awards

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

**Investigator(s) who must certify this Proposal**

Investigator	Role	Decision
<a href="#">Libby Hemphill</a>	Lead Principal Investigator	Certified on 02/16/2016 04:19 PM
<a href="#">Michael Davis</a>	Principal Investigator	Not Yet Reviewed

**Department(s) that must authorize this proposal**

Order	Department	Authorizing Person(s)	Authorizing Decision
1	Humanities	<a href="#">Christine Himes</a> , <a href="#">Christine Himes</a>	Not Yet Reviewed
2	Center for Study of Ethics	<a href="#">Christine Himes</a> , <a href="#">Ron Landis</a>	Not Yet Reviewed
3	Lewis College of Human Sci	<a href="#">Christine Himes</a>	Not Yet Reviewed
4	Sponsored Research and Programs	Admin Office	

**Status History**

Status	Person	Date
Changed to: Submitted for Routing	Changed by <a href="#">Libby Hemphill</a>	2/16/2016 04:18 PM
Changed to: Not Submitted	Changed by <a href="#">Libby Hemphill</a>	2/16/2016 03:04 PM

Click “**Submit Certification**”

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

- Browser Tabs:** Search | Illinois Institute of ... | MyIIT | Illinois Institute of Techno... | Welcome - Evisions Research S... | Cayuse SP
- Address Bar:** https://iir-uat.cayuse424.com/sp/de\_auth\_decision.cfm?auth\_type=inv&authorize=1
- Navigation Bar:** HOME | MY DASHBOARD | REPORTING | LOG OUT
- Page Header:** ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED PROJECTS** Logged in as: Michael Davis
- Section:** >> Proposal Certification
- Text:** In my role as an investigator, I understand and certify that:
  - The statements made in the attached proposal are true, complete, and accurate to the best of my knowledge. I understand that if I provide any false, fictitious, or fraudulent statements or claims, this may subject IIT, the investigators to criminal, civil or administrative penalties to the extent and as provided for by federal and state laws.
  - I understand that I have the responsibility for the scientific, fiscal, and ethical conduct of the project.
  - I agree to comply with the sponsor's requirements, and the terms and conditions, including the timely submission of all reports, and all contractual obligations, if an award is made.
  - I agree to comply with all relevant University and academic unit policies.
- Text:** If this is a National Institutes of Health (NIH) application and subsequently awarded, I will comply with the NIH Policy on Public Access and will comply with the NIH financial conflict of interest policy (FCOI).
- Text:** If this is a National Science Foundation (NSF) application and subsequently awarded, I will ensure that all undergraduates, graduate students and postdoctoral researchers who will be supported by any NSF award will receive training and oversight in the responsible and ethical conduct of research. To fulfill this requirement I will ensure that each of the personnel complete the online training on the responsible conduct of research (RCR) at [www.citiprogram.org](http://www.citiprogram.org)
- Text:** \* Please enter any comments you might have regarding this proposal.
- Form:** A large empty text box for comments.
- Buttons:** **Submit Certification** (circled in black) and Cancel

At the bottom of the page, there is a CAYUSE logo and a footer note: "This application is supported by IIT OSRP. Please [contact OSRP](#) if you have any questions."

The Windows taskbar at the bottom shows the time as 6:40 PM on 2/16/2016, and the current directory is Budgets\_Proposals (\\myfile.it.edu\gra).

You are done.

You should be brought back to the routing page and next to your name it should say “certified on xx/xx/xxx and time)

The screenshot shows a web browser window with the URL [https://iit-uat.cayuse424.com/sp/prop\\_routing\\_status.cfm?prop\\_id=44](https://iit-uat.cayuse424.com/sp/prop_routing_status.cfm?prop_id=44). The page is titled "SPONSORED PROJECTS" and is logged in as "Michael Davis". The main content area is titled "Proposal Routing Status" and displays the following information:

- Proposal No: 16-0039 (overbids)
- Submission Deadline: 2/17/2016
- Lead Investigator: Libby Hemphill
- Sponsor: NEH - National Endowment for the Humanities
- Proposal Specialist: [blank]
- Contract Specialist: [blank]
- Program Administrator: [blank]
- Account Manager: [blank]
- Project Title: Implementing the Humanities in Practice Fellowships

Below the proposal details, there are tabs for "Approvals", "Compliance", "Status History", "Advanced Expenditure", and "Awards". The "Approvals" tab is selected, showing a message: "The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Sponsored Research and Programs."

The "Investigator(s) who must certify this Proposal" table is as follows:

Investigator	Role	Decision
<a href="#">Libby Hemphill</a>	Lead Principal Investigator	Certified on 02/16/2016 04:19 PM
<a href="#">Michael Davis</a>	Principal Investigator	Certified on 02/16/2016 06:38 PM

The "Department(s) that must authorize this proposal" table is as follows:

Order	Department	Authorizing Person(s)	Authorizing Decision
1	Humanities	<a href="#">Christine Himes</a> , <a href="#">Christine Himes</a>	Not Yet Reviewed
2	Center for Study of Ethics	<a href="#">Christine Himes</a> , <a href="#">Ron Landis</a>	Not Yet Reviewed
3	Lewis College of Human Sci	<a href="#">Christine Himes</a>	Not Yet Reviewed
4	Sponsored Research and Programs	Admin Office	

The "Status History" table is as follows:

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Changed to: Submitted for Routing	Changed by <a href="#">Libby Hemphill</a>	2/16/2016 04:18 PM
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