

# PI Certification in Cayuse SP



UNNM

*Research  
Administration*

**1. After the proposal has been submitted by the creator of the record, an email will be sent to the Lead PI on the proposal indicating that he or she will need to certify the proposal before its routed.**

Proposal No.: 13-0021

Proposal Lead PI: John Lobo Smith

Proposal Title: How to create more tweets in Twitter

The above proposal naming you as PI has been submitted through Cayuse SP. Your responsibility as PI is to log into Cayuse SP now and certify the proposal in your "PI Certification Inbox."

Without your certification, OSP will not submit your proposal to the sponsor. If there are multiple PIs named on this proposal, each one must complete their own certification in Cayuse SP.

You may also track the status and progress of your proposal through the "PI Certification Inbox." Click the proposal number to view the status and monitor its progression through all affiliated departments.

Please contact the Pre-Award, Main Campus if you have questions.

Thank you.

2. Log into Cayuse Research Suite and click on Cayuse SP to get to the home page.

**CAYUSE**

**Research**

Logged in as: *ferrell*  
[Logout](#)

**Cayuse Research Suite**  
version 2.4.1

**Research Administration Modules**

- [Cayuse 424](#)
- [Cayuse SP \(Sponsored Projects\)](#)

### 3. Click on “PI Certification Inbox”.

**UNM SPONSORED PROJECTS**

For immediate assistance with proposal development, please contact your Faculty Research Support Officer and/or Contract and Grant Administrator at [unmra@unm.edu](mailto:unmra@unm.edu).  
For system issues, please contact UNM Electronic Research Administration at [unmra@unm.edu](mailto:unmra@unm.edu).

HOME | MY DASHBOARD | REPORTING | ADMIN | LOGOUT

**Proposal Dashboard**

- [Start New Proposal](#)
- 7** [My Proposals](#)
- [Proposals In My Dept](#)
- [Pre-Award Spending Inbox](#)

**Award Dashboard**

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

**Certifications/Approvals**

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

University of New Mexico  
Pre-Award Services,  
Main Campus  
1700 Lomas N.E. Suite 2200  
Albuquerque, NM  
Phone: 505-277-4186

**>> Welcome**

**Use the Admin Dashboard to:**

- Proposal Admin
- Award Admin
- Workflow Inbox
- User Management
- Program Administrators
- Email Admin
- DATABASE LOGS

we created or on which you are named as a contributing member.  
departments to which you have been granted Proposal Data Access.

**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 Internal Proposal Form (IPF) Approver.

**Administrative Support**

Contact your [Faculty Research Support Officer](#) and/or [Contract and Grant Administrator](#) 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 Cayuse Technical Support at one of the following:

- Email: [support@cayuse.com](mailto:support@cayuse.com)
- Phone: 503.297.2108

Support hours are Monday - Friday 6:00 AM - 5:00 PM Pacific Time.  
Also refer to the [Cayuse Support website](#) for frequently asked questions, product documentation and other technical information.

## 4. Click on the Prop No. link of the proposal that needs to be certified.

The screenshot displays the UNM Sponsored Projects web interface. At the top, the UNM logo and 'SPONSORED PROJECTS' are visible, along with a navigation menu (HOME, MY DASHBOARD, REPORTING, ADMIN, LOGOUT) and contact information for Faculty Research Support and UNM Electronic Research Administration.

The main content area is titled '>> PI Certification Inbox'. It features two tabs: 'To be Certified' (highlighted in yellow) and 'Previously Reviewed' (highlighted in green). Below the tabs, a message states: 'Below is a list of proposals that require your certification as Lead or Principal Investigator.'

A table lists the proposals requiring certification:

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
12/11/2012	<a href="#">13-0021</a>	Practice for Shannon Denetchley	National Science Foundation	10/01/2012	
10/09/2012	<a href="#">13-0039</a>	Short	Aerospace	10/30/2012	
	<a href="#">13-0049</a>	ekfejkejf	National Institutes of Health	10/31/2012	
	<a href="#">13-0034</a>	McCloud: Monte Carlo in the Cloud	ABMRF/The Foundation for Alcohol Research	10/03/2012	
	<a href="#">13-0007</a>	Practice Proposal	Department of the Interior	08/31/2012	

On the left sidebar, the 'PI Certification Inbox' is highlighted with a red double arrow, indicating it is the active section.

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5. If you need to review the proposal record before certifying, do so by viewing the PDF copy and attachments OR by entering the proposal record by clicking “View IPF”.

Proposal Dashboard

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Award Dashboard


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Certifications/Approvals

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

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>> Proposal Routing Status

Proposal No: [13-0021](#)  (coversheet) [424](#) Submission Deadline: 10/01/2012  
 Lead Investigator: [Kevin Ferrell](#) Sponsor: National Science Foundation  
 Grant Coordinator: [Lindsay Campbell](#) Contract and Grant Administrator: [Shannon Denetchiley](#)  
 Account Manager:  
 Project Title: Practice for Shannon Denetchiley

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

[Approvals](#) [Compliance](#) [Status History](#) [Pre-Award Spending](#) [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 Pre-Award Services, Main.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
<a href="#">Kevin Ferrell</a>	Lead Principal Investigator	Not Yet Reviewed

Department(s) that must authorize this proposal

Order	Department	Authorizing Person(s)	Authorizing Decision
1	Biology	<a href="#">Richard Cripps</a> , <a href="#">Kevin Ferrell</a>	Not Yet Reviewed
2	Research Administration	<a href="#">Kevin Ferrell</a> , <a href="#">Carlos Romero</a>	Not Yet Reviewed
3	Pre-Award Services	Admin Office	

## 6. Click on “Certify Proposal”.

The screenshot displays the UNM Sponsored Projects web interface. The main content area is titled '>> Proposal Routing Status'. It shows details for proposal 13-0021, submitted by Kevin Ferrell, with a submission deadline of 10/01/2012. The 'Certify Proposal' button is circled in red. Below this, there are sections for 'Investigator(s) who must certify this Proposal' and 'Department(s) that must authorize this proposal', both with associated tables.

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HOME MY DASHBOARD REPORTING ADMIN LOGOUT

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**>> Proposal Routing Status**

Proposal No: [13-0021](#) (overhead) 424 Submission Deadline: 10/01/2012

Lead Investigator: [Kevin Ferrell](#) Sponsor: National Science Foundation

Grant Coordinator: [Lindsay Campbell](#) Contract and Grant Administrator: [Shannon Denetchiley](#)

Account Manager:

Project Title: Practice for Shannon Denetchiley

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

[Approvals](#) [Compliance](#) [Status History](#) [Pre-Award Spending](#) [Awards](#)

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

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3	Pre-Award Services	Admin Office	

7. Enter any comments and click on “Submit Certification” to finish PI certification. An automatic email will be sent to the department approver (IPF approver) of department the proposal is being submitted through to let them know the proposal is ready for their review and approval.

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Questions?  
[unmera@unm.edu](mailto:unmera@unm.edu)