PI Certification in Cayuse SP
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.
3. Click on “PI Certification Inbox”.
4. Click on the Prop No. link of the proposal that needs to be certified.
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”.
6. Click on “Certify Proposal”.
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.
Questions?
unmera@unm.edu