Accessing Awards & Viewing attached Award documents
Cayuse SP is the repository for all proposal and award data.

**Step 1**
Log into Cayuse SP

1. Open Browser enter: [https://rpi.cayuse424.com](https://rpi.cayuse424.com)

2. Enter your RCS ID and Password and click on the **Login** button

   ![Login screenshot]

   **NOTE:** Rensselaer utilizes Single Sign-On functionality. This functionality allows you to use your RCS password to gain access to Cayuse SP; you will no longer need to maintain and remember a separate password.

3. Users can access the Cayuse SP module from the landing page
Step 2
Access Awards & Documents

1. Navigate to:
   - **My Awards** if you are a Principal Investigator, part of the Research Investigator Team or Proposal Creator
   - **Awards in My Unit** for Administrators with Award Data Access to their Administering Unit

2. Select the Award Number to view the award information and associated documents.
3. Go to the **General** tab to view additional information about the award, including the reporting designation as anticipated or obligated, and the project dates.

   **NOTE:** The status of the award will be displayed on the **General** tab.

4. Go to the **Documents** tab to view the **Award Agreement** and any other documents attached to the award.