Approving or Rejecting a Proposal

Cayuse SP is the proposal application and award management system that serves as the Proposal Information Form (PIF). Those with then Unit Approver roles (Deans, Chairs, Directors, or Administrators) are notified via a system-generated email when a proposal record requires authorization. Approvers must authorize the proposal record. After all Approvers have authorized, the proposal record is routed to Research Administration and Finance for review.

To review proposals and Authorize or Reject:

**Step 1**
**Log into Cayuse SP**

1. Open Browser enter: https://rpi.cayuse424.com

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

   ![Login Screen](image)

   **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
Unit Approval Inbox

1. Navigate to **Unit Approval Inbox**

2. From your **Unit Approval Inbox**, click the proposal number on the **To be Authorized** tab
3. Review the proposal by clicking the PDF icon to the right of the proposal number in the upper part of the screen, or by clicking the proposal number, then clicking View IPF on the Proposal Routing Status screen.

4. To perform your approval after review, click Authorize Proposal or Reject Proposal on the Proposal Routing Status screen.

5. Enter any comments you have regarding the proposal (optional).

   **NOTE:** These comments are optional and will be visible to the Research Team, proposal reviewers, and Research Administration and Finance.

6. Click Submit Authorization or Submit Rejection to acknowledge the authorization statement.

   **NOTE:** When you reject a proposal, it receives the status “Returned for Editing” and the Research Team and creator will be able to edit the proposal and resubmit it for routing.