Certifying a Proposal

As an Investigator, your main role in the routing process is to certify the proposal. The Lead PI and other PIs must certify the proposal during the routing process. They are notified via a system-generated email when a proposal record requires certification.

NOTE: In Cayuse SP, the Lead PI and Principal Investigator both have the authority to certify, but only one certification is necessary.

After receiving an email to certify the electronic proposal record, each Key Investigator will need to log into Cayuse SP to certify.

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]

   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 PI Certification Inbox

1. Navigate to PI Certification Inbox

2. From your PI Certification Inbox, click the proposal number on the To be Certified 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 certification after review, click Certify 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 Certification to acknowledge the certification statement.