Approving Proposals in Evisions Cayuse SP
A Quick Reference Guide

1) Locate your Cayuse username and password

- Your Evisions Cayuse **username** follows this format: first letter of first name, followed by full last name, all lowercase with no spaces (e.g., *fsmith* for Francis Smith)

- If you have used Cayuse 424, your **password** is the same for the new Evision Cayuse SP

- If you are signing in to Evisions Cayuse for the first time, or if you forgot your username or password
  
  o **Go to the GSP website** - [http://www.ccny.cuny.edu/ora/cayuse.cfm](http://www.ccny.cuny.edu/ora/cayuse.cfm) for links
  
  OR

  o **Call the GSP office** for assistance at 212-650-5418
2) Sign in to Cayuse SP and navigate to your Dept. Approval Inbox

- **Sign in from the URGENT email**
  - Click link to [Evisions Cayuse SP](http://www.ccny.cuny.edu/ora/cayuse.cfm) (Dept. Approval Inbox)
  - Enter username and password to sign in
  - You will enter directly into the Dept. Approval Inbox

OR

- **Sign in from GSP website** and [Evisions Research Suite](http://www.ccny.cuny.edu/ora/cayuse.cfm) entry page
  - Go to the GSP website - [http://www.ccny.cuny.edu/ora/cayuse.cfm](http://www.ccny.cuny.edu/ora/cayuse.cfm) and click the Cayuse Login button
  - Enter username and password to sign in
  - On the [Evisions Research Suite](http://www.ccny.cuny.edu/ora/cayuse.cfm) entry page, click **Cayuse SP (Sponsored Projects)**
  - On the [Welcome to Cayuse SP](http://www.ccny.cuny.edu/ora/cayuse.cfm) page, click **Dept. Approval Inbox**
3) View the proposal to be approved

- From the **Dept. Approval Inbox**, on the “To Be Authorized” tab, click the **number of the proposal** to be reviewed.
- From the **Proposal Routing Status** page, click **View IPF** to view the full proposal record, or Internal Processing Form (IPF). (You may also view a printable summary by clicking **Coversheet**.)
4) Review and Authorize the proposal for onward submission

- In the IPF view of the proposal, click through the links on the left to review the various sections, with particular emphasis on the following:
  1. **Investigators/Research Team**
     - Sponsored Effort %
     - Cost Shared Effort %
  2. **Budget**
     - Cost Sharing
     - Additional Resources
  3. **Proposal Abstract**
  4. **Proposal Attachments**
     - Internal Detailed Budget (MS Excel format)

- When ready to approve the proposal for submission, click **Authorize Proposal**
- On the **Proposal Authorization** page, add any comments and click **Submit Authorization**