

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**

- Go to the GSP website - <http://www.ccny.cuny.edu/ora/cayuse.cfm> for links

OR

- Call the GSP office for assistance at 212-650-5418



Forgot your password?

Enter your username to reset your password.

Username:

RESET PASSWORD

Forgot your username?

Enter your email address, and your username will be sent to you.

Email:

SEND REMINDER

Back to sign in?
[Click here](#)

Problems or questions?
[Contact support](#)

First time signing in?

If you have been provided a username but not a password for Cayuse 424 then please enter your username to request a new password.

Username

REQUEST PASSWORD

If you don't know your username, [try here](#).

Back to sign in?
[Click here](#)

Problems or questions?
[Contact support](#)

2) Sign in to Cayuse SP and navigate to your Dept. Approval Inbox

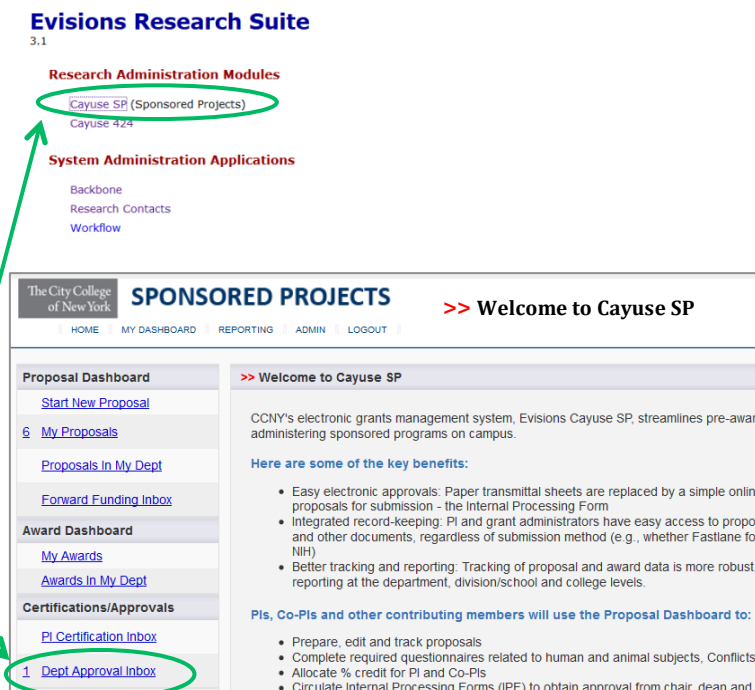
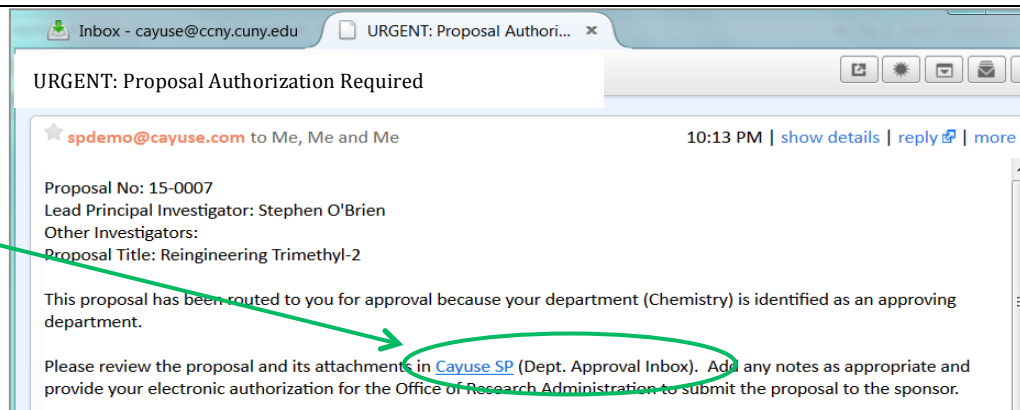
- **Sign in from the URGENT email**

- Click link to [Evisions Cayuse SP](#) (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 entry page**

- Go to the GSP website - <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** entry page, click **Cayuse SP** (Sponsored Projects)
- On the **Welcome to Cayuse SP** 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**)

The City College of New York **SPONSORED PROJECTS** >> Department Approval Inbox

HOME MY DASHBOARD ADMIN LOG OUT

Proposal Dashboard

[Start New Proposal](#)

4 My Proposals

[Proposals In My Dept](#)

[Forward Funding Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Dept](#)

Certifications/Approvals

1 PI Certification Inbox

1 Dept Approval Inbox >>

>> Department Approval Inbox

To Be Authorized Previously Reviewed

Below is a list of proposals that require your authorization as a departmental proposal approver.


See [Research Contacts](#) for a complete listing of roles in your department.

Prop No.	PI	Dept	Project Name	Sponsor	Deadline	PI Cert
15-0008	Santoro	Mathematics	All Science test proposal	United States Department of Defense - DOD	09/25/2014	Yes

View 1 - 1 of 1

Print View All

The City College of New York **SPONSORED PROJECTS** >> Proposal Routing Status

Proposal No: 15-0012  (coversheet) Submission Deadline: 9/25/2014

Lead Investigator: [Irina Gladkova](#) Sponsor: United States Department of Defense -



Proposal Specialist: Contract Specialist:

Program Administrator:

Account Manager:

Project Title: A test proposal to practice IPF approval in all engineering departments

View IPF Authorize Proposal Reject Proposal Administer Proposal

Approvals Compliance Status History Forward Funding Awards  

The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified for departments) this proposal before it is received by the Office of Research Administration.

Investigator(s) who must certify this Proposal

Investigator	Role
Irina Gladkova	Lead Principal Investigator
Lane Gilchrist	Principal Investigator

Department(s) that must authorize this proposal

Order	Department	Authorizing Person(s)
1	Electrical Engineering	Roger Dorsinville
2	Computer Science	Akira Kawaguchi
2	Chemical Engineering	Jeffery Morris
2	Civil Engineering	Julio Davalos
2	Biomedical Engineering	Mitchell Schaffler
2	Mechanical Engineering	Feridun Delale
3	ENGINEERING	Gilda Barabino , Ardie Walser

Office of Research Administration
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212.650.5418
Fax: 212.650.7906
Email: osra@ccny.cuny.edu

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:
 - Investigators/Research Team**
 - Sponsored Effort %
 - Cost Shared Effort %
 - Budget**
 - Cost Sharing
 - Additional Resources
 - Proposal Abstract**
 - 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**

Item List 15-0012

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ **Investigators/Research Team** 1
- ✓ **Budget** 2
- ✓ Conflict of Interest
- ✓ Regulatory Compliance
- ✓ Subcontractors
- ✓ Export Control
- ✓ Intellectual Property
- ✓ **Proposal Abstract** 3
- ✓ **Proposal Attachments** 4
- ✓ Approving Departments
- ✓ Submission Notes

>> General Information

Principal Investigator: If you wish to start a new proposal, please visit the Grants and Sponsored Programs record and provide access for you to complete the sections listed below. When all sections are complete, click the "Start New Proposal" button.

Sections to be completed by a GSP Grants Administrator:

- Start New Proposal
- General Information
- Investigators / Research Team / Personnel
- Budget
- Subcontractors
- Attachments (GA and Lead PI)
- Approving Departments
- Submission Notes (GA and Lead PI)

Sections to be completed by the Lead Principal Investigator:

- Conflict of Interest
- Regulatory Compliance
- Export Control
- Intellectual Property
- Application Abstract
- Attachments (GA and Lead PI)
- Submission Notes (GA and Lead PI)

* Indicates Required Fields

Sponsor Information

>> Proposal Authorization

As Dean/Chair/Administrative Approver, I understand and assume the following responsibilities with respect to this proposal:

- It is an appropriate activity within the Department/Division/School; and supports the mission of CCNY.
- That the Department/Division/School has agreed to provide the resources identified in this application.

Please enter any comments you might have regarding this proposal

Submit Authorization **Cancel**