How to Review and Approve Cayuse Proposals
(Department Chairs and Deans)

1. Login to Cayuse using your TTUHSCEP eRaider and password. To get to Cayuse you can click the link ([https://ttuhscep.cayuse424.com/](https://ttuhscep.cayuse424.com/)) found on the OSP website. Once logged in you will see a Cayuse landing page like the one below.

2. Click on **Cayuse SP (Sponsored Projects)** found on the Cayuse landing page.
3. Click on the **Unit Approval Inbox** link found on the left-hand side of the Cayuse SP landing page.

4. Click the “To Be Authorized” tab. You will see a list like the one below of all proposals that require your approval. To begin the approval process click on the **blue** proposal number.
5. After clicking the proposal number the screen below will appear. Click on “View IPF” to review the proposal.

6. You will see the General Project Information screen like the one below. Click on each blue link to review all proposal information. After review, you will need to click the “Authorize Proposal” or “Reject Proposal” button.
7. If you clicked “Authorize Proposal” the screen below will appear. You may enter comments in the comment box, but comments are not required. Clicking the “Submit Authorization” button will approve the proposal and notify OSP that the proposal has been signed.

8. If you click “Reject Proposal” (as mentioned in step 6 above), you will see a screen like the one below. If you are sure you do not want to approve the proposal, you must enter comments and click the “Submit Rejection” button. As soon as the “Submit Rejection” button is clicked the PI and OSP will be notified by the system.