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After logging in, when you come to the Cayuse Research Suite home page, click on the B (Sponsored Programs) link

On the SP homepage, click on the link titled "**Map**" in the Proposal Dashboard menu on the left side of the page

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Within your unit approval inbox, you will see each proposal waiting for your approval. In order to view a summary of the proposal details, click on the



#2. You can choose to authorize the proposal or reject the proposal. If you intend to reject the proposal, please contact the PI or preaward staff to discuss the reasons for rejection. A rejection is final so we would like the opportunity to revise before it is rejected. After authorizing, you may close the window.



- If you have any questions or concerns about the propose as contact Chantal Ebarle for government sponsors and Susan Wagemar for private sponsors.
- If you have a technical question regarding Cayuse please contact Mark Vidal.

Thank you!