California State University
SAN MARCOS

OFFICE OF GRADUATE
STUDIES AND RESEARCH

# Guide for Users Who Are Reviewers (Approvers) of Proposals

The following is intended to provide guidance on reviewing the Proposal Form in Cayuse. As Cayuse is a new for CSUSM, we welcome any feedback you have in accessing and navigating the Proposal Form and Cayuse in general.


Your role as a reviewer of the Proposal Form is described in the Pre-Award Review and Approval Procedure.

REVIEWING A PROPOSAL RECORD

1. Go to https://csusm.app.cayuse.com/

2. Log in with CSUSM credentials (single sign on)

3. From upper right Products select "Sponsored Projects"
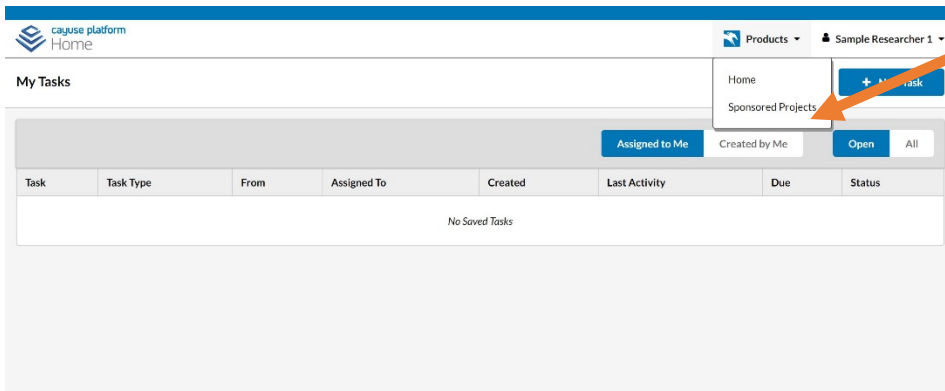
4. SP Dashboard shows the various stages of proposals. If there is a proposal ready for your review it will be "Under Review."

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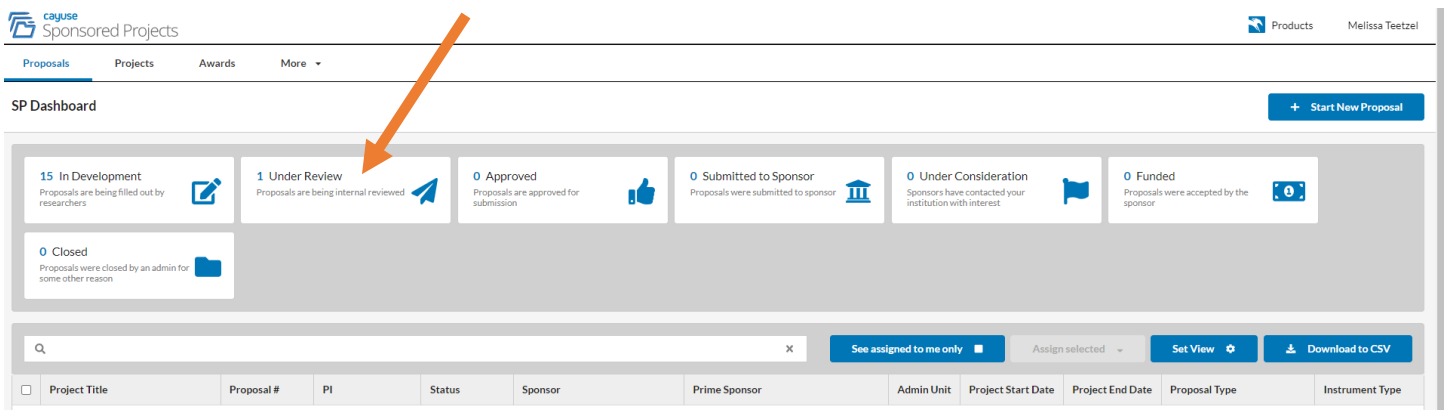
5. Select "Under Review" to see those the proposal/s assigned to you. Then click the link under "Proposal #" to view the Proposal Form.

6. The Proposal Form reflects the information that we will capture for each proposal, as we had with the Sponsored Projects Approval Form. The Sections on the left navigation will have a red exclamation point, and once you click that section in the navigation, you should see a green check mark.

After:

7. To see the Budget Summary and Personnel Portion of the budget, go to "Attachments" on the upper ribbon
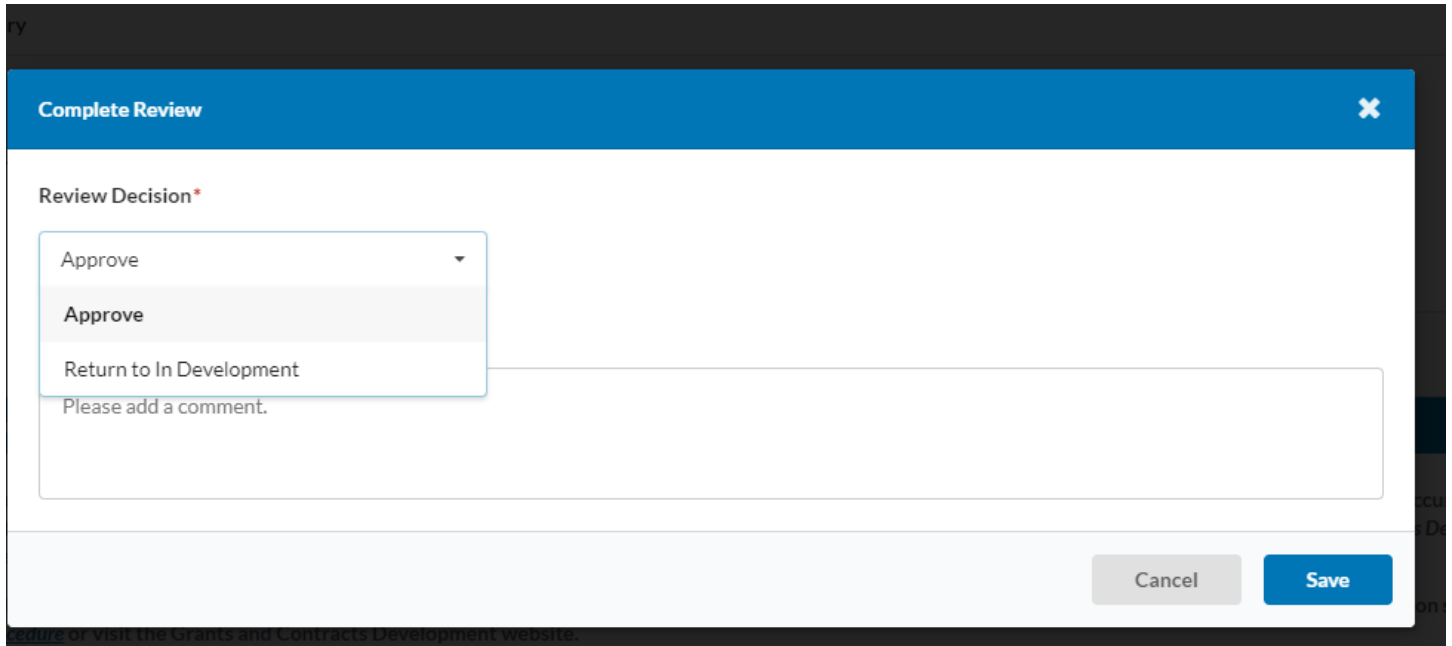
8. You can go to the upper left "Complete Review" to either Approve or Return to Development.

9. **Approve if the Proposal Record is approved. If you want to add a comment when you Approve you can, but it is not required. A comment is required if you select "Return to Development." Click Save.**

Complete Review

Review Decision*

Approve

Approve

Return to In Development

Please add a comment.

Cancel   Save