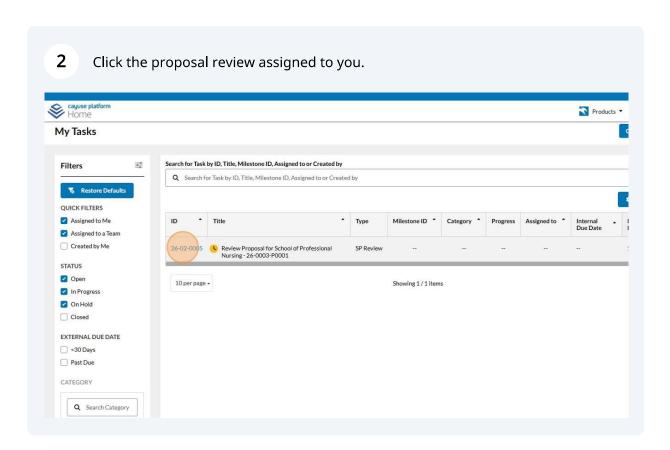# Other Routing Approvals

1   Click the link in your routing required email or navigate to your Cayuse homepage.

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date
26-02-0005	Review Proposal for School of Professional Nursing - 26-0003-P0001	SP Review	—	—	—	—	—	11/21/2025

10 per page

Showing 1 / 1 items

Create New

Tasks

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Restore Defaults

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Search Category

Select All

Action

2 Click the proposal review assigned to you.

3 Click through the tabs on the left hand side to review all proposal information.

4 Once you have completed your review and all tabs show a green checkmark, click "Complete Review".

5 You have the option to click "Approve" or "Return to in Development".

We ask that you reach out to the Pre-Award Admin prior to returning any proposal to in Development. The Pre-Award Admin can resolve your concerns without having to restart the routing chain.
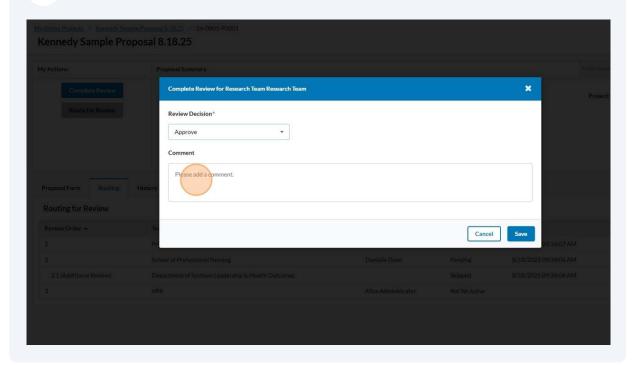
6 Click the "Please add a comment." field.

7 Type any comments you would like to share with other reviewers.

8   Click "Save"

9   Click "Routing" to see the current status of the routing chain for the proposal.