

# Other Routing Approvals

1

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

The screenshot displays the 'Tasks' interface in the Cayuse system. On the left, there is a sidebar with a 'Restore Defaults' button and a 'TASK FILTERS' section. The filters include 'Assigned to Me', 'Assigned to a Team', 'Created by Me', 'Open', 'Progress', 'On Hold', 'Closed', 'RNAL DUE DATE' (with options for '30 Days' and 'Not Due'), and 'CATEGORY' (with a search bar and a 'Select All' button). The main area features a search bar at the top with the placeholder text 'Search for Task by ID, Title, Milestone ID, Assigned to or Created by'. Below the search bar is a table with columns: ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, and External Due Date. A single task is listed: ID '26-02-0005', Title 'Review Proposal for School of Professional Nursing - 26-0003-P0001', Type 'SP Review', and External Due Date '11/21/2025'. At the bottom of the table, there is a '10 per page' dropdown and a 'Showing 1 / 1 Items' indicator.

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

- 2 Click the proposal review assigned to you.

The screenshot shows the 'My Tasks' interface. On the left, there are filter sections: 'QUICK FILTERS' with checkboxes for 'Assigned to Me', 'Assigned to a Team', and 'Created by Me'; 'STATUS' with checkboxes for 'Open', 'In Progress', 'On Hold', and 'Closed'; 'EXTERNAL DUE DATE' with checkboxes for '<30 Days' and 'Past Due'; and a 'CATEGORY' search box. The main area displays a table of tasks. The first task, 'Review Proposal for School of Professional Nursing - 26-0003-P0001', is highlighted with an orange circle around its ID '26-02-0005'. The table has columns for ID, Title, Type, Milestone ID, Category, Progress, Assigned to, and Internal Due Date. Below the table, it says 'Showing 1 / 1 Items'.

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

The screenshot shows the 'Sponsored Projects' interface. At the top, there's a navigation bar with 'cayuse Sponsored Projects' and 'Products'. Below it, a tab bar includes 'Proposals', 'Projects', 'Awards', 'Subawards', and 'Reporting'. The main content area shows a table of projects. One project is highlighted with an orange circle around its 'General Information' tab. The left sidebar contains a list of proposal sections: 'General Information' (checked), 'Key Personnel', 'Summary Budget', 'Regulatory Compliance', 'Performance Sites', 'Subawards', 'Export Control', 'Foreign Support & Collaboration', 'Intellectual Property', 'Conflicts Of Interest', and 'Additional Information'. The main area displays 'Sponsor Information' with fields for 'Sponsor', 'Prime Sponsor (if applicable)', 'Sponsor Deadline', 'Sponsor Program', 'Funding Opportunity/Sponsor Application No.', 'Sponsor Guideline URL', 'Sponsor Assistance Listing Number (ALN)', 'Prime Sponsor ALN (if Applicable)', and 'Is this an industry sponsored project?'.

4

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

**My Actions**

**Complete Review**

**Route for Review**

**Proposal Summary**

PI: Irene Investigator

Sponsor: National Institutes of Health (NIH)

Project Start Date: 6/1/2026

Admin Unit: Department of Systems Leadership & Health Outcomes

Prime Sponsor: --

Project End Date: 5/31/2030

Sponsor Deadline: 10/5/2025

Instrument Type: Grant

Total Sponsor Costs: 1875000

**Routing for Review**

Review Order	Team	Members	Status	Date
1	Principal Investigator	Irene Investigator	Certified	8/18/2025 09:36:07 AM
2	School of Professional Nursing	Danielle Dean	Pending	8/18/2025 09:36:06 AM
2.1 (Additional Review)	Department of Systems Leadership & Health Outcomes		Skipped	8/18/2025 09:36:06 AM
3	VPR	Alice Administrator	Not Yet Active	

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.**

**Complete Review for Research Team Research Team**

**Review Decision\***

Approve

Approve

Return to In Development

Please add a comment.

**Routing for Review**

Review Order	Team	Members	Status	Date
1	Principal Investigator	Irene Investigator	Certified	8/18/2025 09:36:07 AM
2	School of Professional Nursing	Danielle Dean	Pending	8/18/2025 09:36:06 AM
2.1 (Additional Review)	Department of Systems Leadership & Health Outcomes		Skipped	8/18/2025 09:36:06 AM
3	VPR	Alice Administrator	Not Yet Active	

6 Click the "Please add a comment." field.

**Complete Review for Research Team Research Team**

Review Decision\*

Approve

Comment

Please add a comment.

Cancel Save

Review Order	To	From	Status	Date
1	Pr			09:36:07 AM
2	School of Professional Nursing	Danielle Dean	Pending	8/18/2025 09:36:06 AM
2.1 (Additional Review)	Department of Systems Leadership & Health Outcomes		Skipped	8/18/2025 09:36:06 AM
3	VPR	Alice Administrator	Not Yet Active	

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

**Complete Review for Research Team Research Team**

Review Decision\*

Approve

Comment

comment

Cancel Save

Review Order	To	From	Status	Date
1	Pr			09:36:07 AM
2	School of Professional Nursing	Danielle Dean	Pending	8/18/2025 09:36:06 AM
2.1 (Additional Review)	Department of Systems Leadership & Health Outcomes		Skipped	8/18/2025 09:36:06 AM
3	VPR	Alice Administrator	Not Yet Active	

## 8 Click "Save"

Sample Proposal 8.18.25

Proposal Summary

Complete Review for Research Team Research Team

Review Decision\*

Approve

Comment

comment

Cancel Save

Project: 26-0003

2:36:07 AM

School of Professional Nursing Danielle Dean Pending 8/18/2025 09:36:06 AM

Department of Systems Leadership & Health Outcomes Skipped 8/18/2025 09:36:06 AM

VPR Alice Administrator Not Yet Active

My Tasks

?

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

My Active Projects / Kennedy Sample Proposal 8.18.25 / 26-0003-P0001

Kennedy Sample Proposal 8.18.25

My Actions

Complete Review

Route for Review

Proposal Summary

Approved

PI: Irene Investigator Sponsor: National Institutes of Health (NIH) Project Start Date: 6/1/2026

Admin Unit: Department of Systems Leadership & Health Outcomes Prime Sponsor: -- Project End Date: 5/31/2030

Sponsor Deadline: 10/5/2025 Instrument Type: Grant

Total Sponsor Costs: 1875000

Project: 26-0003

Proposal Form Routing History Access Tasks Notes Attachments Links

Routing for Review

Review Order	Team	Members	Status	Date
1	Principal Investigator	Irene Investigator	Certified	8/18/2025 09:36:07 AM
2	School of Professional Nursing	Danielle Dean ✓	Approved	11/21/2025 12:48:11 PM
2.1 (Additional Review)	Department of Systems Leadership & Health Outcomes		Skipped	8/18/2025 09:36:06 AM
3	Unknown, team cannot be found		Skipped	