

Tasks Assigned to You



1

Navigate to your Cayuse homepage.

Tasks

Create New

Tasks

Restore Defaults

Task FILTERS

Assigned to Me

Assigned to a Team

Created by Me

JS

Open

Progress

On Hold

Closed

RNAL DUE DATE

30 Days

Next Due

GORY

Search Category

Select All

Budget Specialist Review

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

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

Set View

ID	Title	Type	Milestone ID	Category	Progress	Assigned to
26-02-0035	Testing Example 11.3.25	SP Ad Hoc Task		Budget Specialist Review		Irene Investigator morgan.chapman+investigator@cay School of Professional Nursing

10 per page -

Showing 1 / 1 Items

2

Click the task in your tasks list

The screenshot displays the 'My Tasks' interface in the Cayuse Platform. 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 bar. The main area features a search bar and a table of tasks. The table has columns: ID, Title, Type, Milestone ID, Category, Progress, and Assigned to. A single task is listed with ID '26-02-0035', Title 'Testing Example 11.3.25', Type 'SP Ad Hoc Task', Milestone ID '--', Category 'Budget Specialist Review', Progress '--', and Assigned to 'Irene Investigator morgan.chapman+inve: School of Professional I'. Below the table, it says '10 per page' and 'Showing 1 / 1 Items'.

ID	Title	Type	Milestone ID	Category	Progress	Assigned to
26-02-0035	Testing Example 11.3.25	SP Ad Hoc Task	--	Budget Specialist Review	--	Irene Investigator morgan.chapman+inve: School of Professional I




Once the task is open, you can view the title, description, and any attachments that were added to the task.


3 Add your own comments here if necessary.


SP request id: 7f425cb8-21cf-40db-bdc8-103c3278fd01

4000 character limit

URL 

https://usm.uat.cayuse.com/sp/proposals/7e0fad00-3915-4f86-a0b7-60248447eb77


Add Attachment 

Add Comment 


1,000 character limit

Add Comment

Comment History

	Date and Time 
Alice Administrator added a comment: This is done.	11/3/2025 09:31:24 AM

Reminders

2 days before External Due Date 11/12/2025 Sent 

+ Add Reminder


11/14/2025

4 Click here to view and add attachments.


Proposal information didn't load successfully. Please refresh the page to try again.


SP request id: 7f425cb8-21cf-40db-bdc8-103c3278fd01

4000 character limit

URL 

https://usm.uat.cayuse.com/sp/proposals/7e0fad00-3915-4f86-a0b7-60248447eb77


Add Attachment 

Add Comment 


1,000 character limit

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+ Add Reminder


* External Due Date

11/14/2025


5 Click "Upload File" if necessary.

SP request id: 7f425cb8-21cf-40db-bdc8-103c3278fd01


4000 character limit


URL 

https://usm.uat.cayuse.com/sp/proposals/7e0fad00-3915-4f86-a0b7-60248447eb77

Add Attachment 

Add up to nine (9) attachments per task. File size limit is 75 MB per attachment. Attachments with file type .exe cannot be accepted.

Drop files here to upload
or


Add Comment 


1,000 character limit

Add Comment

* External Due Date

11/14/2025


Reminders


2 days before External Due Date 11/12/2025 Sent 

+ Add Reminder

6 Click here to change the status of the task.


Projects Products Irene Investigator


Projects Awards Subawards Reporting 

Proposal information didn't load successfully. Please refresh the page to try again. 


SP request id: 7f425cb8-21cf-40db-bdc8-103c3278fd01

3.25

me 

alist Review 


* Status

Open 

* Assign to

☒ Person ☐ Team

* Person

Q Irene Investigator 

Created by: Alice Administrator


Internal Due Date

MM/DD/YYYY

* External Due Date

11/14/2025

Reminders

2 days before External Due Date 11/12/2025 Sent 

2

7

Click here to assign the task to someone else.

Proposal information didn't load successfully. Please refresh the page to try again.
SP request id: 7f425cb8-21cf-40db-bdb-103c3278fd01

3.25

one

alist Review

* Status
Open

* Assign to
☒ Person
☐ Team

* Person
Irene Investigator

Created by: Alice Administrator

Internal Due Date
MM/DD/YYYY

* External Due Date
11/14/2025

Reminders
2 days before External Due Date - 11/12/2025 Sent

+ Add Reminder

ise.com/sp/proposals/7e0fad00-3915-4f86-a0b7-60248447eb77

My Tasks 2



Whether you mark a task as closed or reassign it to someone else (possibly the person who assigned it to you originally), is dependent on the nature of the task. If you are unsure, reach out to your Pre-Award Admin.

Click "Save Changes"

