

# Certify Proposal and Navigate Routing in Cayuse USM

Scribe

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Click the link in your certification email or navigate to the Cayuse home page.

Tasks Create New

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

ID	Title	Type	Milestone ID	Category	Progress	Assigned to
<a href="#">26-02-0009</a>	Certify Proposal - 26-0006-P0001	SP Certification	---	---	---	Irene Investigator morgan.chapman+investigator@cayuse.c... School of Professional Nursing
<a href="#">26-02-0013</a>	Certify Proposal - 26-0015-P0001	SP Certification	---	---	---	Irene Investigator morgan.chapman+investigator@cayuse.c... School of Professional Nursing
<a href="#">26-02-0008</a>	Certify Proposal - 26-0005-P0001	SP Certification	---	---	---	Irene Investigator morgan.chapman+investigator@cayuse.c... School of Professional Nursing

10 per page

Showing 3 / 3 items

Filters:

- 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
- Not Due
- CATEGORY
- Search Category
- Select All
- Miscellaneous

## 2 Click the Certify Proposal Task.

**My Tasks**

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

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ID	Title	Type	Milestone ID	Category	Progress	Assigned to
26-02-0009	Certify Proposal - 26-0006-P0001	SP Certification				Irene Investigator morgan.chapman+investigator@ca School of Professional Nursing
26-02-0013	Certify Proposal - 26-0015-P0001	SP Certification				Irene Investigator morgan.chapman+investigator@ca School of Professional Nursing
26-02-0008	Certify Proposal - 26-0005-P0001	SP Certification				Irene Investigator morgan.chapman+investigator@ca School of Professional Nursing

10 per page Showing 3 / 3 items

**Filters**

Restore Defaults

**QUICK FILTERS**

- ☒ Assigned to Me
- ☒ Assigned to a Team
- ☐ Created by Me

**STATUS**

- ☒ Open
- ☒ In Progress
- ☒ On Hold
- ☐ Closed

**EXTERNAL DUE DATE**

- ☐ <30 Days
- ☐ Past Due

**CATEGORY**

Search Category

## 3 Starting with General Information, verify the information is accurate.

**Sponsored Projects**

Proposals Projects Awards Subawards Reporting

**Certify Proposal**

Route for Review

Admin Unit: -- Prime Sponsor: -- Project End Date: --

Sponsor Deadline: -- Instrument Type: --

Total Sponsor Costs: --

**Proposal Form** Routing History Access Tasks Notes Attachments Links

**Proposal Sections**

- General Information
- Key Personnel
- Summary Budget
- Regulatory Compliance
- Performance Sites
- Export Control
- Foreign Support & Collaboration
- Intellectual Property
- Conflicts Of Interest
- Additional Information
- Outside Interests

**General Information**

**Sponsor Information**

Sponsor: Prime Sponsor (if applicable):

Direct source of funds: Originating source of funds (if different than sponsor organization):

If Sponsor is not listed, please specify: If Prime Sponsor is not listed, please specify:

Sponsor Deadline: Sponsor Program:

Funding Opportunity/Sponsor Application No: Sponsor Guideline URL:

Sponsor Assistance Listing Number (ALN):

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It is the PI and Co-PI's responsibility to thoroughly read through all tabs of the proposal before clicking "Certify Proposal".

The screenshot displays the Cayuse Sponsored Projects interface for a proposal titled "Sample 123" (ID: 26-0006-P0001). The interface includes a top navigation bar with tabs for Proposals, Projects, Awards, Subawards, and Reporting. Below the navigation bar, the "My Actions" section contains three buttons: "Complete Review", "Certify Proposal" (highlighted with an orange circle), and "Route for Review". The "Proposal Summary" section displays fields for PI (Irene Investigator), Sponsor, Project Start Date, Admin Unit, Prime Sponsor, Project End Date, Sponsor Deadline, Instrument Type, and Total Sponsor Costs. Below the summary, a tabbed interface shows the "Proposal Form" tab, which includes sections for "Proposal Sections" (General Information, Key Personnel, Summary Budget, Regulatory Compliance, Performance Sites) and "Outside Interests" (Outside Interests Disclosures). The "Outside Interests Disclosures" table is currently empty, showing a message: "No research team members have been added yet."

Name	Role	Disclosure	Status	Resolution
No research team members have been added yet.				

## 5 Read the certification in it's entirety and click "Confirm my Certification".

Sample 123

My Actions

- Complete Review
- Certify Proposal
- Route for Review

Proposal Form Routing History

Proposal Sections

- General Information
- Key Personnel
- Summary Budget
- Regulatory Compliance
- Performance Sites
- Export Control
- Foreign Support & Collaboration
- Intellectual Property
- Conflicts Of Interest

Confirm Certification

As a member of the research team for this proposal, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject The University of Southern Mississippi, and the investigators, to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies, sponsor requirements and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and USM policy on [Export Controls](#) and will comply with the export control requirements.
- I will ensure that my relationship with the sponsor of this project is either free from any conflict of interest or is being managed in accordance with a previously disclosed and approved conflict of interest management plan.
- I am not party to a [Malicious Foreign Government Talent Recruitment Program](#).
- It is understood that information provided at the proposal stage represents the best available estimates and may require amendment at the time of award due to incomplete, incorrect or evolving data, updated sponsor or institutional guidelines, or changes in budgetary priorities.

☐ Confirm my Certification

Comment

Please add a comment.

Cancel Certify

## 6 Click "Certify".

Confirm Certification

Any false, fictitious, or fraudulent statements or claims may subject The University of Southern Mississippi, and the investigators, to criminal, civil or administrative penalties.

- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies, sponsor requirements and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and USM policy on [Export Controls](#) and will comply with the export control requirements.
- I will ensure that my relationship with the sponsor of this project is either free from any conflict of interest or is being managed in accordance with a previously disclosed and approved conflict of interest management plan.
- I am not party to a [Malicious Foreign Government Talent Recruitment Program](#).
- It is understood that information provided at the proposal stage represents the best available estimates and may require amendment at the time of award due to incomplete, incorrect or evolving data, updated sponsor or institutional guidelines, or changes in budgetary priorities.

☒ Confirm my Certification

Comment

Please add a comment.

Cancel Certify

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If you click "Routing" it will show you that you have completed your certification and the proposal has moved to the next stage in routing.

Proposals Projects Awards Subawards Reporting ▾

My Active Projects / Sample 123 / 26-0006-P0001

### Sample 123

**My Actions**  
  

Complete Review

Route for Review

**Proposal Summary**  
  
PI: Irene Investigator      Sponsor: --      Project Start Date: --  
Admin Unit: --      Prime Sponsor: --      Project End Date: --  
Sponsor Deadline: --      Instrument Type: --  
Total Sponsor Costs: --  

Under Review

Proposal Form **Routing** History Access Tasks Notes Attachments Links

**Proposal Sections**  

General Information ✓

Key Personnel ✓

Summary Budget ✓

Regulatory Compliance ✓

Performance Sites ✓

Export Control ✓

Foreign Support & Collaboration ✓

**Outside Interests**  

Outside Interests Disclosures

Name	Role	Disclosure	Status	Resolution
Dave Director	Co-Investigator	Proposal 26-0006-P0001: Sample 123	Unsubmitted	--
Danielle Dean	Co-Principal Investigator	Proposal 26-0006-P0001: Sample 123	Unsubmitted	--
Irene Investigator	Principal Investigator	Proposal 26-0006-P0001: Sample 123	Review	--