

## 1. Clear your cache.

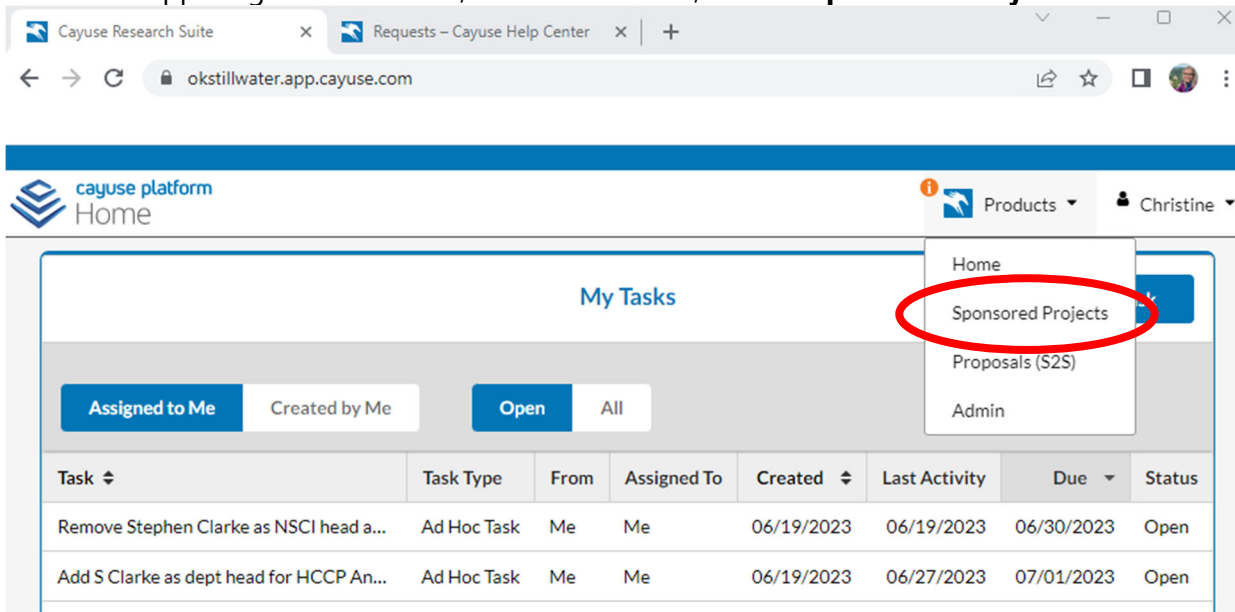
Cayuse deploys periodic updates, and in order to enable these release changes into our OSU Cayuse environment, we recommend clearing your cache.

## 2. Manually search for the Award that needs review/certification/approval.

### 2-1. Log into OSU's Cayuse environment with your okey credentials:

<https://okstillwater.app.cayuse.com>

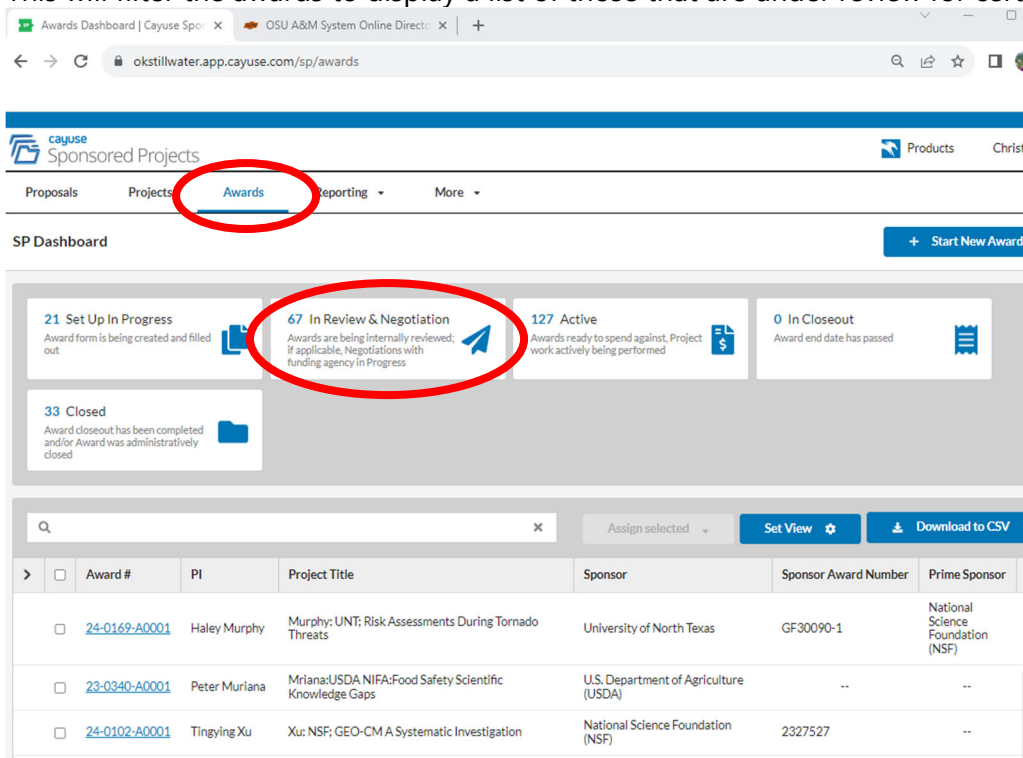
### 2-2. In the upper right-hand corner, under "Products", select "Sponsored Projects".



The screenshot shows the Cayuse Research Suite home page. The 'Products' dropdown menu is open, and 'Sponsored Projects' is highlighted with a red circle. The page displays a 'My Tasks' section with a table of tasks.

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Remove Stephen Clarke as NSCI head a...	Ad Hoc Task	Me	Me	06/19/2023	06/19/2023	06/30/2023	Open
Add S Clarke as dept head for HCCP An...	Ad Hoc Task	Me	Me	06/19/2023	06/27/2023	07/01/2023	Open

### 2-3. In SP Dashboard, navigate to the AWARDS tab and then click on the box "In Review & Negotiation". This will filter the awards to display a list of those that are under review for certification/approval.



The screenshot shows the Cayuse Sponsored Projects dashboard. The 'Awards' tab is selected, and the 'In Review & Negotiation' box is highlighted with a red circle. The dashboard displays a summary of awards in various stages and a table of awards.

Award #	PI	Project Title	Sponsor	Sponsor Award Number	Prime Sponsor
<a href="#">24-0169-A0001</a>	Haley Murphy	Murphy: UNT; Risk Assessments During Tornado Threats	University of North Texas	GF30090-1	National Science Foundation (NSF)
<a href="#">23-0340-A0001</a>	Peter Murlana	Mriana:USDA NIFA:Food Safety Scientific Knowledge Gaps	U.S. Department of Agriculture (USDA)	--	--
<a href="#">24-0102-A0001</a>	Tingying Xu	Xu: NSF; GEO-CM A Systematic Investigation	National Science Foundation (NSF)	2327527	--

2-4. Review the list of Awards, identify the one (by Award #) that needs PI/Co-PI certification and/or Department Head approval, and **click on the link to the Award**.

The screenshot shows the 'SP Dashboard' for Cayuse Sponsored Projects. It features a summary of award statuses: 21 Set Up In Progress, 67 In Review & Negotiation, 127 Active, 0 In Closeout, and 33 Closed. Below this is a table of awards with columns for Award #, PI, Project Title, Sponsor, Sponsor Award Number, and Prime Sponsor. The award with ID 23-0340-A0001, PI Peter Murlana, and Project Title 'Miriana:USDA NIFA:Food Safety Scientific Knowledge Gaps' is circled in red.

Award #	PI	Project Title	Sponsor	Sponsor Award Number	Prime Sponsor
24-0169-A0001	Haley Murphy	Murphy: UNT; Risk Assessments During Tornado Threats	University of North Texas	GF30090-1	National Science Foundation (NSF)
23-0340-A0001	Peter Murlana	Miriana:USDA NIFA:Food Safety Scientific Knowledge Gaps	U.S. Department of Agriculture (USDA)	--	--
24-0102-A0001	Tingying Xu	Xu: NSF; GEO-CM A Systematic Investigation	National Science Foundation (NSF)	2327527	--

2-5. The Award Form will load. (It may take a few seconds to load.)  
 If the Award needs your certification or review, in the "My Actions" area, the "Complete Review" button will be BLUE and active. **Click on the blue "Complete Review" button** to complete your certification/approval.

The screenshot shows the 'Award Detail' page for 'Miriana:USDA NIFA:Food Safety Scientific Knowledge Gaps' (Award # 23-0340-A0001). The 'My Actions' section contains a blue 'Complete Review' button, which is circled in red. The 'Award Summary' section displays details for PI Peter Murlana, Sponsor U.S. Department of Agriculture, and an obligated amount of 83567. Below this is the 'Award Form' section, which includes a table of modifications and a 'Sponsor Information' section with a dropdown menu set to 'U.S. Department of Agriculture (USDA)'.

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	23-0340-A0001-0	Original Award	--	--	--