To Approve a proposal in Cayuse:

1. Go to: https://fullerton.cayuse424.com
Your username/password is the same as <your CSUF portal login>
If you do not recall your password, click "Need help signing in?", and follow instructions.
(Please contact IT if you need help remembering your account login.)

2. Click the "**Routing**" tab located on the top of the page.

3. Select specific proposal with an "*****" beside it for review/approval. Note: Proposals are generally named by the following:
PI last name, PI first initial, proposal number, sponsor/funder, project title or program name

4. Click "**Summary**" (under "Proposal Summary," located on the left hand side of the screen) for information regarding this proposal. Please provide updated information, any additional comments or special instructions about this proposal to OGC, as appropriate.

5. Click "**Documents**" to review uploaded documents for accuracy. Please provide updated information to OGC to make changes, as appropriate.

6. To *approve*, click "**Routing and Approval**" (located on the left hand side of the screen, under "Proposal Management").
A page showing the routing chain (this is the list of approvers) will open. Click the box next to your name. This opens the page "ACTION" which will then allow you to click "**Approve**" and add any comments, as needed. After approving, the system will take you back to the routing chain page.

7. *Important step before signing out*: Click "**Proposals List**" on the top left hand side when done so as not to "lock" this proposal.

8. Sign out: Upon your approval, the next person on the routing chain will be prompted via email to go to cayuse to review and approve this proposal.

Updated April 2016