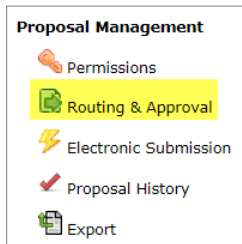


PI Certification in Cayuse

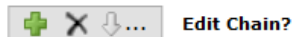
Before your proposal can be submitted, it requires your certification in Cayuse. In order to accomplish this, please follow the steps below:

1. Log into Cayuse and open your proposal.
2. Select the "Routing and Approval" link under Proposal Management in the navigation pane:



3. Check the box beside your name:

Routing Chain



Begin



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4. Click Approve, and provide any comments you may have (comments are optional and do not have to be provided if you do not wish to).



Action: Approve

Comments:

Approve

Cancel

5. Exit the proposal by selecting the "Proposal List" link on the gray bar at the top of the proposal. Please do not close your browser before doing this, as it will leave the proposal locked and it will be unable to continue on for full routing:



The certification process is now complete and your proposal will move on for submission. Should you have any questions about this process, please reach out to your COM SRAS GPS for assistance.