To access the Cayuse products, log into the Evisions Research Suite at: https://csun.cayuse424.com. Use your CSUN username and password. Bookmark this URL for continued easy access.
Proposals in My Unit

In Cayuse SP, Department Chairs, MARs, Deans, and Grant Officers will see proposals in development as well as those submitted within their department or college unit.
Unit Approval Inbox

Proposals that need your attention will appear in your Unit Approval Inbox. Once the PI has certified their proposal, Department Chairs, MARs, and Deans will each be required to log in, view and approve the proposal electronically. Open the Unit Approval Inbox to see an overview of the proposals in your queue.
Proposal Routing Status

Clicking the Proposal Number will open details of the Proposal Routing Status. You will see who has authorized before you with a time and date stamp. In the center of this page, you will use the button to either “Authorize Proposal” or “Reject Proposal” based on your review. The pdf icon will open the proposal so you can see the general information, the budget, and submission notes. For non-Federal proposals, all attachments, including the narrative, will also be attached here in SP.
Proposal Authorization

When you click on “Authorize Proposal” you will be asked to review a statement of responsibilities with respect to the application. If you reject the application, you may add notes in the text box provided noting the reasons for the rejection. If all is well, click “Submit Authorization.”
Proposal Authorization

After you submit your authorization, Cayuse SP will navigate back to the Unit Approval Inbox. If you have additional proposals to review, you can access them here. If no records remain in your Inbox, you may Log Out.