

## Reviewing Proposals

Note: This guide is subject to continuous updates and may change between uses.

To access and review a proposal that has been assigned to you for review, follow Cayuse's [Completing Proposal or Award Review Tasks in SP 4.0](#) training guide. If you have any questions about accessing or completing a proposal review, please contact the [ORS Pre-Award](#) team for assistance.

### Key Items in a Proposal

When reviewing a proposal, ensure the following key items are included and understandable:

**Reminder:** By approving the proposal in Cayuse, you are approving each component of the proposal listed below as well as all additional components of the proposal included in the routing form. Your approval ensures that all resources stated in the proposal are available and will be provided by the college/department to support the project's goals. It also indicates your agreement that all information included in the proposal is aligned with guidelines and policies at the University, college, and department levels.

- **Proposal Abstract** – This is a brief overview included in the **General Information** section of the proposal.
- **Key Personnel** – You are responsible for reviewing the effort of the personnel from your college and/or department.
  - In the **Summary Budget** section of the proposal, a radio button will be selected whether or not a course release is being requested. If selected yes, the details of the course release can be found in the excel version of the budget.
    - **Reminder:** Approving the proposal indicates that any requested course releases are approved for the faculty in your college/department who are placing the request. Any questions about the course release specifics should be directed to the ORS Pre-Award team member working on the project, the PI, and the faculty member requesting the course release if different than the PI.
- **Budget** – An excel version of the final budget must be uploaded into the proposal in the **Summary Budget** section. The total request of the budget should match the amount entered in the **Total Sponsor Costs** field.
  - If required by the sponsor, a budget justification may also be uploaded which provides more detail about the items in the budget.
  - If cost share is included in the budget, the details of the cost share will be included in the **Summary Budget** section of the proposal as well as the excel version of the budget.
    - **Reminder:** Approving the proposal indicates that any included cost share is approved and that the college/department agrees to provide the stated financial resources in support of the project's goals.
- **Proposal Narrative** – A proposal narrative which provides a description of the project must be uploaded in the **Additional Information** section of the proposal.
  - The proposal narrative may be a draft since the project team can continue to finalize the narrative up until the proposal is submitted to the sponsor.
- Additional important information about the proposal will also be included. If you have any questions or need more information about the proposal, reach out to the ORS Pre-Award team member who routed the proposal for review.