

## BASIC NAVIGATION IN CAYUSE

This is the Cayuse Platform dashboard at [nova.app.cayuse.com](http://nova.app.cayuse.com)

Select "**Sponsored Projects**" from the "Products" drop down to create or access your **proposal records and review your awards**

The screenshot displays the Cayuse Platform dashboard. At the top left, the logo reads "cayuse platform Home". On the top right, the user name "Catherine Harlan" is shown next to a "Products" dropdown menu. The dropdown menu is open, listing "Home", "Sponsored Projects", "Proposals (S2S)", and "Admin". A "New Task" button is located to the right of the dropdown. Below the header, the "My Tasks" section is visible, containing a table of tasks. The table has columns for "Task", "Task Type", "From", "Assigned To", "Created", "Last Activity", "Due", and "Status". Two tasks are listed, both with a status of "Open". A "10 per page" dropdown and "Showing 2 of 2 items" are located at the bottom of the table.

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Review Proposal for OSP Pre-award Approver Team - 23-6441-P0001	Other			06/23/2023	06/25/2023		Open
Review Proposal for OSP Pre-award Approver Team - 23-6484-P0001	Other			06/23/2023	06/25/2023		Open

You can see and connect to all pending **TASKS** from the Cayuse dashboard

Click to **access your Profile** (disclosures, CITI training, and biosketches housed here)