How to Certify Cayuse Awards

1. Once an award enters routing, the PI and Co-PIs will be required to certify the information included in the award form and contained in the documents attached to the form. Each PI/Co-PI in the routing chain will receive an email message that contains a direct link to certify the award. A sample email message looks like this:

2. Once you click the link in the email message, the award form will be loaded. (You may be asked to login to Cayuse using your Pepperdine credentials.) Once logged in, you will be directed to a website that looks similar to this:

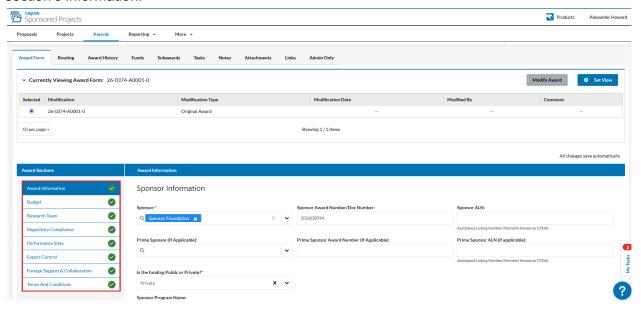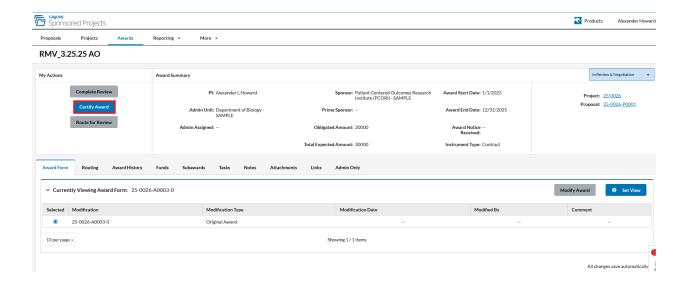3. Locate the tabs in the middle of the screen (i.e., not the tabs at the top). On the left-hand side of the screen, in the "Award Form" tab, you will see "Award Sections", and immediately below you will see eight sections listed beginning with "Award Information".

4. Carefully review all information provided in each of the eight sections. As you move from one section to the next, a green check mark will appear, which denotes you have reviewed that section's information.

5. In the event you do not wish to certify the award (i.e., you reviewed it and would like to make changes), please contact your assigned sponsored programs officer for assistance.

6. To certify the award, click the blue "Certify Award" button.

7. The Confirm Certification screen will appear. Check the box to "Confirm my Certification". You may enter comments, but they are not required. Then click the blue "Certify" button.

By Clicking "Certify" the PI/Co-PI are certifying they acknowledge the responsibility associated with their role and agree to comply with the sponsoring agency's terms and conditions for awards. Further the PI and Co-PIs are certifying the following:

1. They are able to commit the amount of effort initially proposed for the duration of this Award or have negotiated an appropriate amount of effort to complete the work as-proposed.
2. They acknowledge and agree to produce any deliverables, reports, etc, as determined by the terms and conditions of the Award on the schedule provided by the Sponsor (if applicable).
3. They have identified and, if applicable, disclosed any perceived Conflicts of Interest pursuant to this Award in accordance with Pepperdine's Conflict of Interest policy.
4. They have obtained, or have planned to obtain when necessary, any authorizations or protocols required for work with Human Subjects, Animal Subjects, Hazardous Materials, or materials covered by ITAR or EAR regulations.
5. They have reviewed the Awarded Budget for the Award and acknowledge that the work as-proposed or as-negotiated can be performed pursuant to the current Budget.
6. They understand their responsibilities for the oversight and direction of the Project.