

## 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:

Please Review Award 25-0022-A0003 RMV\_3.6.25\_Form Test External Inbox x

**Cayuse Administration** <do-not-reply@cayuse.com>  
to me ▾

Dear Alexander Howard:

Award 25-0022-A0003 for project RMV\_3.6.25\_Form Test has been routed for internal review.

Because you are a member of Advancement, you are required to review based on the following questions and answers:

- Is the funding Public or Private? = Private

To review this award, please log in to [Cayuse Sponsored Projects](#).

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:

The screenshot displays the Cayuse Sponsored Projects web application. At the top, there's a navigation bar with 'Proposals', 'Projects', 'Awards' (selected), 'Reporting', and 'More'. Below this, a breadcrumb trail shows 'My Active Awards' > 'Rapid Response Bridge Funding Grant Request' > '26-0374-A0001'. The main title is 'Rapid Response Bridge Funding Grant Request'. On the left, 'My Actions' includes 'Complete Review' and 'Route for Review'. The 'Award Summary' section on the right lists details: PI: Eric Rex Hamilton, Sponsor: Spencer Foundation, Award Start Date: 6/18/2025, Admin Unit: GSEP Educ Division Instruction, Prime Sponsor: --, Award End Date: 12/31/2025, Admin Assigned: --, Obligated Amount: 23736, Award Notice Received: --, Total Expected Amount: 23736, Instrument Type: Grant, Project: 26-0374, and Proposal: 26-0374-P0001. Below the summary is a tabbed interface with 'Award Form' selected. The 'Award Form' tab shows a table of modifications for 'Currently Viewing Award Form: 26-0374-A0001-0'. The table has columns for 'Selected', 'Modification', 'Modification Type', 'Modification Date', 'Modified By', and 'Comment'. One row is visible: '26-0374-A0001-0' with 'Original Award' as the modification type. A '10 per page' dropdown and 'Showing 1 / 1 items' are at the bottom of the table. On the far right, a status bar indicates 'All changes save automatically' and a help icon.

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	26-0374-A0001-0	Original Award	--	--	--

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”.

cause Sponsored Projects Products Alexander Howa

Proposals Projects **Awards** Reporting More

Award Form Routing Award History Funds Subawards Tasks Notes Attachments Links Admin Only

Currently Viewing Award Form: 26-0374-A0001-0 Modify Award Set View

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	26-0374-A0001-0	Original Award	--	--	--

10 per page Showing 1 / 1 Items

All changes save automatically

**Award Sections**

- Award Information ☒
- Budget ☒
- Research Team ☒
- Regulatory Compliance ☒
- Performance Sites ☒
- Export Control ☒
- Foreign Support & Collaboration ☒
- Terms And Conditions ☒

**Award Information**

### Sponsor Information

Sponsor:

Sponsor Award Number/Doc Number:

Sponsor ALN:

Prime Sponsor (If Applicable):

Prime Sponsor Award Number (If Applicable):

Prime Sponsor ALN (If applicable):

Is the funding Public or Private?:

Assistance Listing Number (formerly known as CFDA)

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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.

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Proposals Projects **Awards** Reporting More

Award Form Routing Award History Funds Subawards Tasks Notes Attachments Links Admin Only

Currently Viewing Award Form: 26-0374-A0001-0 Modify Award Set View

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	26-0374-A0001-0	Original Award	--	--	--

10 per page Showing 1 / 1 Items

All changes save automatically

**Award Sections**

- Award Information ☒
- Budget ☒
- Research Team ☒
- Regulatory Compliance ☒
- Performance Sites ☒
- Export Control ☒
- Foreign Support & Collaboration ☒
- Terms And Conditions ☒

**Award Information**

### Sponsor Information

Sponsor:

Sponsor Award Number/Doc Number:

Sponsor ALN:

Prime Sponsor (If Applicable):

Prime Sponsor Award Number (If Applicable):

Prime Sponsor ALN (If applicable):

Is the funding Public or Private?:

Sponsor Program Name:

Assistance Listing Number (formerly known as CFDA)

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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.

CRJ/ISE Sponsored Projects Products Alexander Howard

Proposals Projects **Awards** Reporting More

RMV\_3.25.25 AO

My Actions

Complete Review

**Certify Award**

Route for Review

Award Summary

PI: Alexander L Howard

Sponsor: Patient Centered Outcomes Research Institute (PCORI) - SAMPLE

Award Start Date: 1/1/2025

Project: 25-0026

Admin Unit: Department of Biology - SAMPLE

Prime Sponsor: --

Award End Date: 12/31/2025

Proposal: 25-0026-P0001

Admin Assigned: --

Obligated Amount: 30000

Award Notice -- Received: --

Total Expected Amount: 30000

Instrument Type: Contract

In Review & Negotiation

Award Form Routing Award History Funds Subawards Tasks Notes Attachments Links Admin Only

Currently Viewing Award Form: 25-0026-A0003-0 Modify Award Set View

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	25-0026-A0003-0	Original Award	--	--	--

10 per page Showing 1/1 Items

All changes save automatically

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.

Confirm Certification

As a member of the Research Team for this Award,

- I acknowledge that I have read and reviewed the Terms and Conditions of this Award (if applicable)
- I am 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
- I acknowledge and agree to produce any deliverables, reports, etc as determined by the terms and conditions of this Award on the schedule provided by the Sponsor (if applicable)
- I have identified and, if applicable, disclosed any perceived Conflicts of Interest pursuant to this Award in accordance with my institution's Conflict of Interest policy
- I 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
- I have reviewed the Awarded Budget for this Award and acknowledge that the work as-proposed or as-negotiated can be performed pursuant to the current Budget
- I understand my responsibilities for the oversight and direction of this Project

☒ Confirm my Certification

Comment

Please add a comment.

Cancel **Certify**

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.