Instructions for Navigating the Cayuse SP Home Screen

**Start New Proposal**
- Select to easily initiate a new Internal Processing Form (IPF)

**My Proposals**
- Proposals that you have initiated or are listed on as a member of the Investigator/Research Team

**Proposals in My Unit**
- Proposals that you have Proposal Data Access to the associated unit

**Overdraft Spending Inbox**
- Review/approve/track overdraft spending requests in which you are an Overdraft approver

**My Awards**
- Awards that you have initiated or are listed under the Investigator/Research Team section

**Awards in My Unit**
- Awards that you have Award Data Access to the associated unit

**PI Certification Inbox**
- Review/certify/track IPF's in which you serve as a Lead PI or PI

**Unit Approval Inbox**
- Review/authorize/track IPF's in which you are an IPF approver