

## Instructions – Unit Approval



Allows you to review, authorize, and track proposals in units for which you are an IPF Approver.

The number of proposals requiring your authorization (if any) is displayed to the left of the Inbox in the dashboard.

"To Be Authorized" and "Previously Reviewed" tabs will appear. In both tabs, the list shows the submission date and proposal number, which you can use to view the routing status and certify the proposal. It also includes the proposal's short name, sponsor, and deadline. To the far right, you can generate a PDF copy of the IPF for review.

If the proposal is paired, you can view the associated Cayuse 424 proposal by clicking on the pairing icon to the right of the proposal number. By clicking the column names, you can sort the list of proposals by these columns to more easily find an IPF.

To approve, click on the proposal number of the IPF you need to approve. Reivew the IPF by clicking on the PDF icon. After you review the IPF, click on **Authorize Proposal** or **Reject Proposal**.

Enter any comments you have for the IPF (required for rejections). Comments are visible to the Research Team, Proposal Reviewers, and PreAwards. Click **Submit Authorization** to acknowledge the approval statement. Alternatively, click **Submit Rejection** to formally reject the IPF and post your comments.