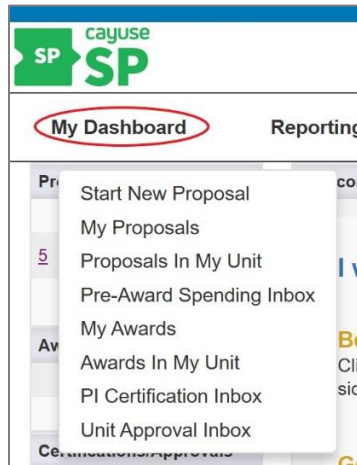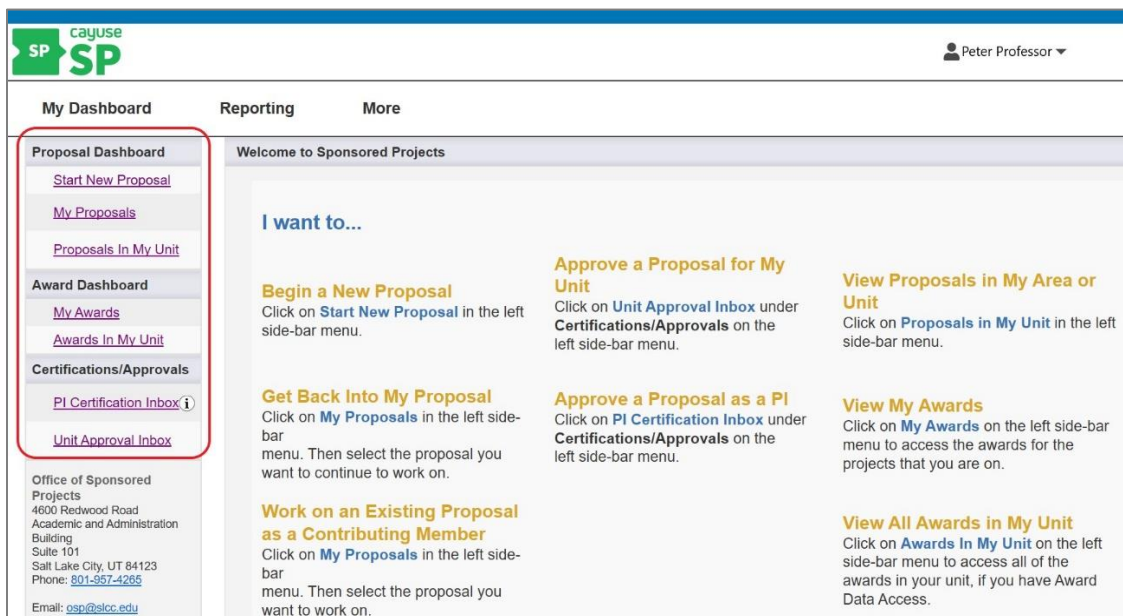# My Dashboard

My Dashboard is a permanent drop-down menu feature located on the **Top Menu Bar** of Cayuse SP. This drop-down menu captures all options found on the left side menu of the Cayuse SP home screen and allows users to navigate these options at any time.

The three main sections of the left side menu of the Cayuse SP home screen are: (1) Proposal Dashboard, (2) Award Dashboard, and (3) Certifications/Approvals. All three sections and each specific option are described below.

Proposal Dashboard

The **Proposal Dashboard** allows users to begin a new Cayuse SP proposal, continue working on a proposal, contribute to a proposal, view a proposal in the pre-award (proposal development) stage before it is submitted to the sponsor, and view proposals submitted to the sponsor.
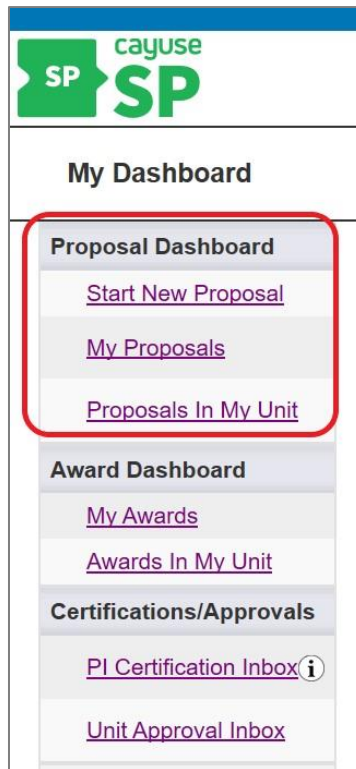
Start New Proposal
The **Start New Proposal** option allows the user to begin creating a new Cayuse SP proposal. Clicking on the Start New Proposal link automatically opens the Start New Proposal page. This page collects information needed to create a new proposal, such as the Sponsor, Lead-Principle Investigator (Lead-PI), dates, project name, etc.

See the Cayuse SP User Guide on [Start New Proposal](#) for detailed instructions on this section.

My Proposals

The **My Proposals** option allows the Lead-PI and others contributing on a proposal to get back into an existing proposal and continue working on it. The ability to view or contribute to an existing proposal in Cayuse SP is determined by the user's role on a project. The Primary Administrative Contact, Proposal Owner, Lead PI or Grant Officer can add users to a proposal.


As a user develops a new proposal or is added to a project team, a number will appear next to My Proposals. This indicates the number of proposals a user has access to in Cayuse SP.
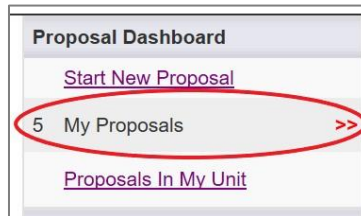
Anyone listed as the Primary Administrative Contact, Proposal Owner, Lead-PI or member of the project team can view a proposal by using the My Proposal link.

Click on **My Proposals** to display a list of proposals you are currently working on as the Lead PI or contributing to as a member of a project team.

This screen also allows the user to access a list of all proposals that have been submitted to the sponsor. Click on the appropriate tab to see the list of proposals you want to view. Click on the proposal number under the Prop No column heading to view the details and attachments of a specific proposal.
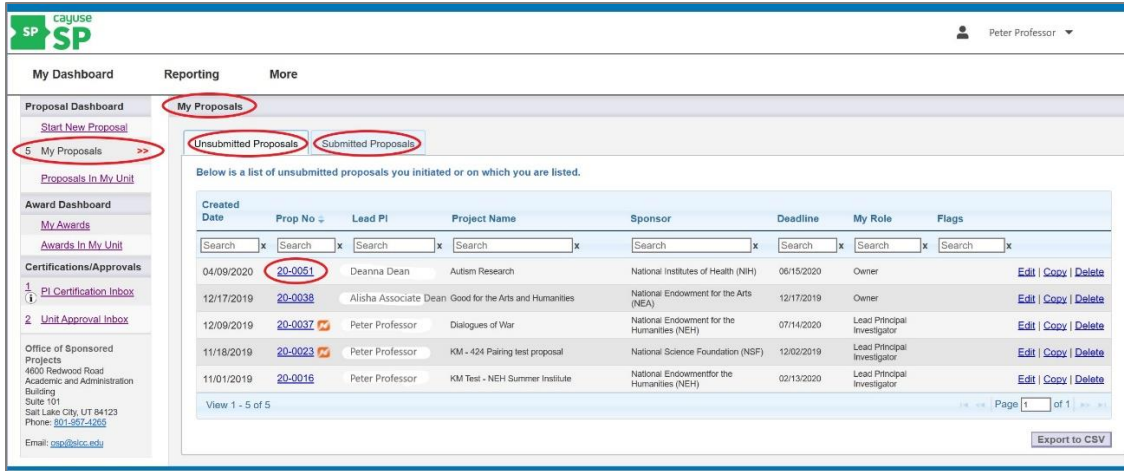
See the Cayuse SP User Guide on My Proposals for detailed instructions on this section.

Proposals in My Unit

This option allows a user with proposal data access to view proposals in their unit. **Proposals in My Unit** is primarily used by Directors, Associate Deans, Deans, Vice Presidents and other authorized users to view and review proposals.

Click on **Proposals in My Unit** to display a list of proposals for units where you have been assigned proposal data access.
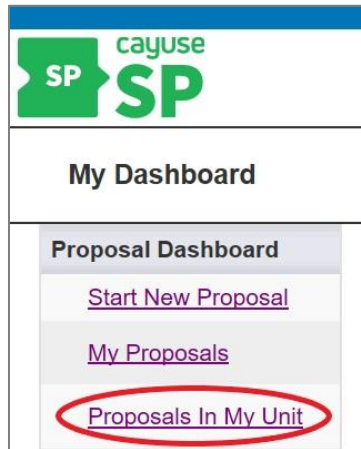
To view the details and attachments of a specific proposal, click on the proposal number under the Prop No column heading.

Award Dashboard

The **Award Dashboard** allows users to view and work on an award in the post-award stage, after the proposal has been accepted for funding.
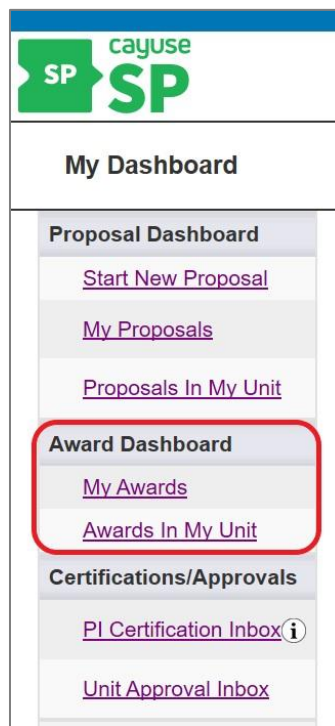
My Awards
The **My Awards** option allows the PI and any member or a project team, the ability to view the awards they are associated with.

Click on **My Awards** to display a list of awards on which you are listed as the PI or member of the project team.
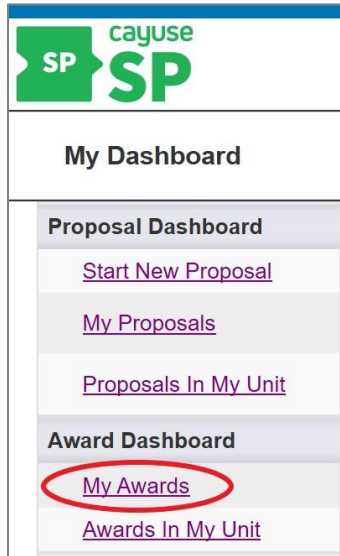
On the My Awards screen there are three tabs to choose from to view awards.
- The **Awards** tab allows the user to view all obligated awards associated with each project.
- The **Active Projects** tab allows the user to view all active projects.
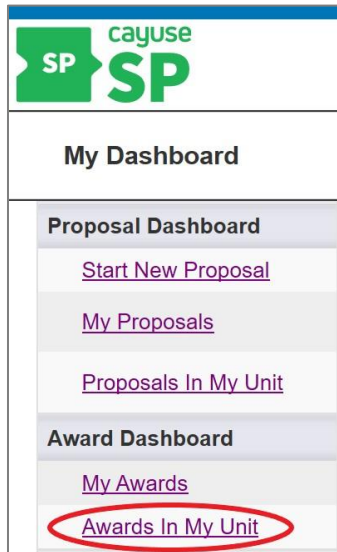- The **Inactive Projects** tab allows the user to view projects that have ended and are closed out.

To view the details of a specific award, click on the award number under the Award No column heading.
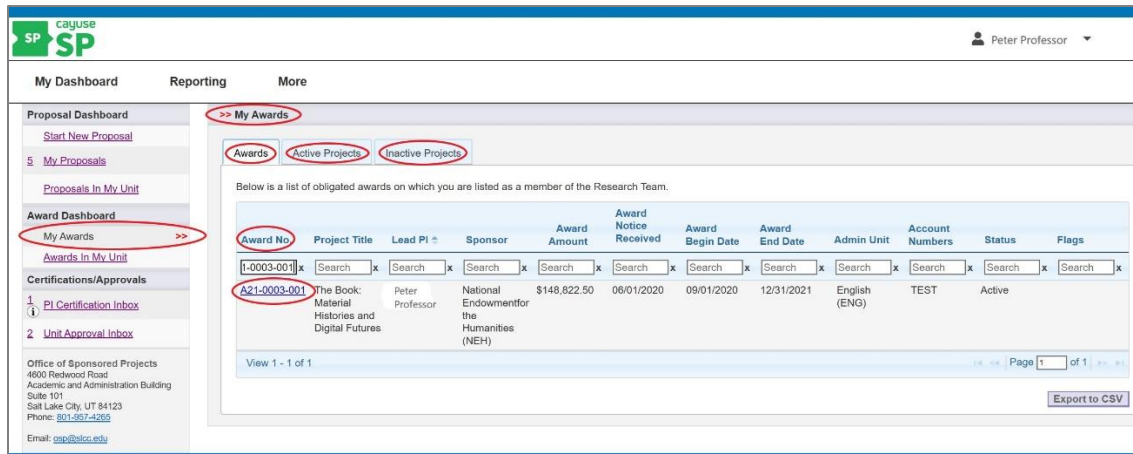
Awards in My Unit

The **Awards in My Unit** option allows users with award data access to view awards in their unit. OSP sets up award data access. This option is primarily used by Directors, Associate Deans, Deans, Vice Presidents other authorized users to review awards in their unit.

Click on **Awards in My Unit** to display a list of awards for units where you have been assigned award data access.

On the Awards in My Unit screen there are three tabs to choose from to view awards.
- The **Awards** tab allows the user to view all obligated awards associated with each project.
- The **Active Projects** tab allows the user to view all active projects.
- The **Inactive Projects** tab allows the user to view projects that have ended and are closed out.

To view the details of a specific award, click on the award number under the Award No column heading.
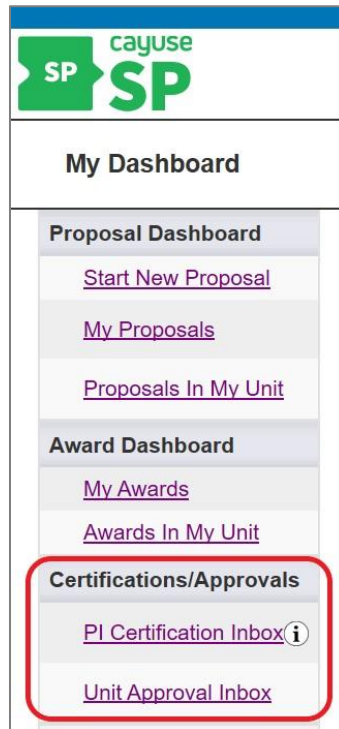
Certifications/Approvals

The **Certifications/Approvals** portion of the dashboard is used by Lead-PI's and authorized approvers for the Salt Lake Community College internal approval process.

PI Certification Inbox

The **PI Certification Inbox** is for the Lead-PI to approve and certify their proposal.   The PI Certification Inbox is used only when proposals are ready to be certified and routed for approval. The Lead-PI works directly with their OSP Grant Officer to begin this process.

When the OSP Grant Officer confirms to the Lead-PI the proposal is ready for Lead-PI certification the process will begin.

A number appears next to the **PI Certification Inbox** indicating the proposal is waiting for certification. By certifying the proposal, the Lead-PI confirms that:
- The information submitted within the application is true, complete, and accurate
- Any false, fictitious, or fraudulent statements or claims may subject them, the College, and other investigators to criminal, civil or administrative penalties
- They are responsible for the scientific, fiscal and ethical conduct of the project and to provide all required reports and materials to the sponsor if an award is made
- They have read the solicitation thoroughly and will comply with all relevant state and federal regulations, College policies and contractual obligations in administering the award

- They are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in government grant activities by any government agency.
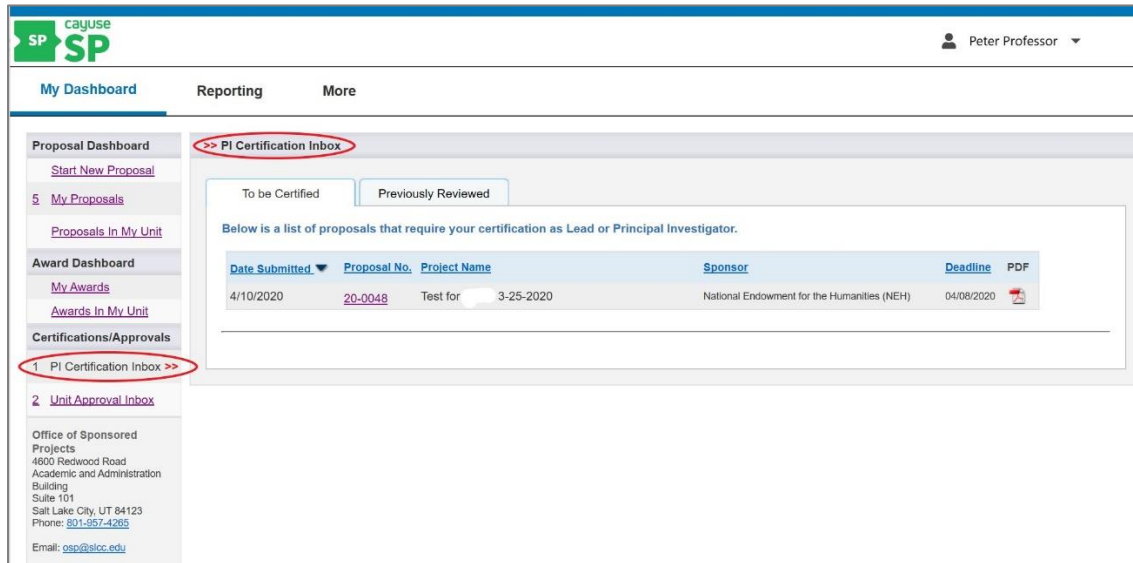
The Lead-PI must certify their proposal only after their OSP Grant Officer has confirmed it is time to begin the SLCC internal approval process.

See the Cayuse SP User Guide on [Certifications and Approvals](#) for detailed instructions on this section.

Unit Approval Inbox
The **Unit Approval Inbox** is for Directors, Associate Deans, Deans, Vice Presidents, Cabinet, and others who are authorized approvers for the SLCC internal approval process. Approvers review, comment, authorize/or reject a proposal. The Office of Sponsored Projects will verify the correct order of approval hierarchy before routing begins.

Each approver must review and authorize the proposal before it can move forward in the approval process.

See the Cayuse SP User Guide on *Certifications and Approvals* for detailed instructions on this section.

Next Step

Navigating and completing **Start New Proposal.**
For more information, see *Cayuse SP - User Guide: Start New Proposal*