

Roles and Permissions in Cayuse SP

Deans, Chairs and Directors have all of the following roles. You can designate a delegate for IPF Approver, Role Manager, and Pre-Award Spending Approver if desired. Most Business Officers (or equivalent) will need the roles of Proposal Data Access, Research Account Manager, and Award Data Access.

Department or Center:		
Chair or Director:		
Signature/Date		
Role	Description	Designees/UID (if desired)
PI Non UoM Faculty, (Adjunct etc)	Access to Submit Proposals	
IPF Approver	This Cayuse user has the permission to sign on behalf of the Dean, Chairperson and/or Director to approve sponsored projects.	
Role Manager	A Role Manager is an individual designated by the Dean or Chair to add and remove roles for departmental personnel.	
Pre-Award Spending Approver (Advance Accounts)	A Pre-Award Spending Approver is an individual designated with signing authority to review and approve Advance Account Requests.	
Proposal Data Access	This Cayuse user can view proposals in a given Admin Award Department, as well as access those proposals where that department is named, through the Proposals in My Dept dashboard. The user can perform the following tasks: <ul style="list-style-type: none"> • View the proposal, its IPF, and associated attachments; • Copy the proposal; and • Prepare an Advance Account Request for the proposal. 	
Research Account Manager	A Research Account Manager is an individual designated as the departmental contact person to receive research-related correspondence via email for dissemination to appropriate departmental personnel, such as Award Notifications.	
Award Data Access	This Cayuse user has the ability to view departmental award data contained in Cayuse SP through the Awards in the My Dept dashboard.	