PI Certification  
Guide for Cayuse SP

Cayuse Main Page

Click on Cayuse SP (Sponsored Projects)
On left side-bar click “PI Certification Inbox”
Click on proposal number you want to certify (in test picture below this is 16-0039). Note: If you are working on more than one proposal, all proposal numbers will be listed.
Click the “Certify Proposal” button (about half-way down the page)
Click “Submit Certification”
You are done.

You should be brought back to the routing page and next to your name it should say “certified on xx/xx/xxx and time)