Cayuse Routing Approver Authorization Form

Purpose

This form is used to authorize, modify, or delegate Cayuse routing approval authority for college, department and/or unit sponsored project proposals routed electronically through the Cayuse system.

Please select the purpose of this form:

☐ **Assigning a new Cayuse routing approver or modifying an existing routing approval authorization (please complete Section 1 only)**

☐ **Delegating routing approval authority (please complete Section 2 only)**

Section 1. New or Modify Cayuse Routing Approver

Approver Information (please complete for new or ending authorization)

Name

Title

College/Department and/or Unit

OU Email

OU Phone

Authorization Start Date

NOTE: Any changes to an individual's Cayuse routing approval authority, including ending the authorization, must be communicated to ORS. If ending authorization, please provide reason below.

Scope of Authorization

The individual named above is authorized to review and approve sponsored project proposals routed through Cayuse on behalf of the identified college, department and/or unit. This authorization includes, as applicable, approval of:

- Proposal submission and PI/Co-PI participation;
- Budget and budget-related commitments;
- Cost share or matching commitments;
- Institutional resources, space, equipment, or personnel commitments; and
- Other commitments identified in the proposal.

College, Department and/or Unit Certification

I certify that the individual identified has been authorized to review and approve sponsored project proposals in Cayuse on behalf of . I understand that the designated approver is responsible for reviewing the proposal and approving applicable college, departmental and/or unit commitments.

Department Chair/Director/Dean Name

Title

Signature/Approval Date

Comments (Optional)

NOTE: Authorization remains in effect until modified. A new form is required for any replacement approver within the college, department and/or unit, or if a delegation of authority is required. Any new approvers must complete the required ORS Cayuse Approval Training before they can be added to the Cayuse approver list.

Office of Research Services (This section will be completed by ORS)

Training Completion Date:

☐ Authorization Approved

☐ Additional Information Required

Signature **Approval Date**

Effective in Cayuse

Comments

Section 2: Delegated Approver

A designated Cayuse routing approver may delegate routing approval responsibilities to another individual when permitted by the college, department and/or unit, VPRP, and applicable University procedures.

Delegated Approver Information

Name

Title

College/Department and/or Unit

OU Email

OU Phone

Delegation Scope

The delegated approver is authorized to review and approve proposals routed through Cayuse on behalf of:

Department Chair/Director/Dean/Current Approver Name

College, Department and/or Unit

Delegation Begins Delegation Ends

Limitations (if applicable)

NOTE: The delegated approver must complete the required ORS Cayuse Approval Training before they can be added to the Cayuse approver list.

Certification

I certify that the individual identified above has been designated as a delegated approver and is authorized to review and approve applicable sponsored project proposals in Cayuse on behalf of:

Department Chair/Director/Dean/Current Approver Name

College, Department and/or Unit

Signature/Approval Date

Comments (Optional)

Office of Research Services (This section will be completed by ORS)

Training Completion Date:

☐ Authorization Approved

☐ Additional Information Required

Signature **Approval Date**

Effective in Cayuse

Comments