

## TASK EMAIL – NEW TASK ASSIGNED TO YOU IN CAYUSE

New task assigned to you in Cayuse



Cayuse Administration <do-not-reply@cayuse.com>

To Lark Wilson



Thu 10/19/2023 11:10 AM

Phish Alert

+ Get more add-ins

**NSU Security WARNING:** This is an external email. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

You can find your project information and the task description here

Dear [Recipient's Name],

[Sender's Name] has assigned you the task **Cayuse Project #/PI or PD Name/Index #/Sponsor – Task Description**. Prepare and submit your Progress Report by the deadline in the format required (refer to award terms in the Cayuse record). See OSP Policy #41 – Progress Reports. Upload the submitted report under the Attachments tab of the Award Record. Make sure all Other Support disclosures are updated if applicable (see [https://www.nova.edu/osp/other\\_support\\_disclosures.html](https://www.nova.edu/osp/other_support_disclosures.html) for information on Other Support). When the task is complete, change the status to Closed, with a **due date of Friday Sep 27, 2024**.

Please note that there are no reminders sent out after the task email, but you will be able to see all of your tasks on the Cayuse dashboard

Click to [view](#) your assigned tasks.

Click "view" to open the Cayuse dashboard

### BASIC NAVIGATION: TASKS ON THE CAYUSE DASHBOARD



You can sort by alphabetical order

The Cayuse dashboard is the homepage at [nova.app.cayuse.com](http://nova.app.cayuse.com)



Create new tasks to assign to other people

To view closed tasks, you can sort by "All"

You can sort by created date or due date

My Tasks

Assigned to Me Created by Me Open All

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Expiration Notice: This...	SP Ad Hoc Task	Me	Me	09/28/2023	09/28/2023	10/28/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Programmatic Reporting...	SP Ad Hoc Task	Me	Me	10/16/2023	10/16/2023	07/01/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Expiration Notice: This...	SP Ad Hoc Task	Me	Me	09/28/2023	09/28/2023	06/30/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Programmatic Reporting...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	05/02/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Annual Compliance Approvals – IRB: Upload...	SP Ad Hoc Task	Me	Me	10/16/2023	10/16/2023	04/01/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Programmatic Reporting...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	03/31/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Expiration Notice: This...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	03/31/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Annual Compliance Approvals – IRB: Upload...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	03/21/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Annual Compliance Approvals – IRB: Upload...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	02/01/2028	Open
Cayuse Project #/PI Last Name/Index #/Sponsor – Award Deadline – Programmatic Reporting...	SP Ad Hoc Task	Me	Me	10/05/2023	10/05/2023	01/31/2028	Open

10 per page Showing 1 - 10 of 372 Items

Click on a task to open the corresponding Award Record. You will need to click on the "Tasks" tab on the Award Record to view the details, reassign, or close tasks for that specific award.

Note that any tasks that are sent from you or assigned to you will show up as "Me" on this page. If tasks are system generated, the "From" and "Assigned To" columns will be blank.

# VIEWING, REASSIGNING, AND CLOSING TASKS FROM THE AWARD RECORD

Proposals Projects **Awards** Reporting

My Actions: Complete Review, Route for Review

Award Summary: PI, Admin Unit, Admin Assigned, Sponsor, Prime Sponsor, Obligated Amount, Total Expected Amount, Award Start Date, Award End Date, Award Notice R..., Instrument Type, Project, Proposal

Award Form Routing Award History Funds Subawards **Tasks** Notes Attachments Links Admin Only

+ New Task

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Cayuse Project #/PI Last Name/Index #/Sponsor -	Ad Hoc Task	Bobbi Wilson	Bobbi Sue Wilson	10/3/2023	Bobbi Wilson	6/30/2024	Open
Cayuse Project #/PI Last Name/Index #/Sponsor -	Ad Hoc Task	Christine Hadad	Christine Hadad	8/1/2023	Christine Hadad	8/25/2023	Closed

10 per page Showing 4 of 4 items

Click on the "Tasks" tab to view all the tasks for the award

Select a task to open the task box to view more details, reassign, or close a task

## TASK BOX

If you need to reassign a task to someone else in your department, you can search for their name here and then click "Save Changes"

URL that links to this specific award record

Task

Assign To\* Bobbi Sue Wilson

Due\* 6/30/2024

Task\* Cayuse Project # [redacted] Award Deadline - Expiration Notice: This Index is expected to end on the multi-year end date, set as the task deadline.

Task Status\* Open Open Closed

Cancel Save Changes

When the task is complete, change the status to "Closed" and click "Save Changes"

## UPLOADING ATTACHMENTS

Award Form Routing Award History Funds Subawards Tasks Notes **Attachments**

Add Attachment

To add an attachment, first select the type of attachment and then drop the file into the box or click "Upload file." Attachments with filetype .exe will not be accepted

Attachment Type Select...

Drop files here to upload or Upload File

To upload any necessary documentation that may be requested, you can click on the "Attachments" tab in the Award Record, select an attachment type, and upload your file. Once complete, revisit the associated task and change the status to "Closed."