

How to set up CEOAS routing in Cayuse SP

- On the General Info tab where you start a new proposal, there is a place to enter 'Admin Award Dept.' Select your Organization Code. For most CEOAS researchers, this code is:
 261220 OAS-Geosciences Operations
 261120 Oceanic and Atmos Science

However, if you are in OCCRI, OOI, Ship Ops, etc., the code could instead be:

- 261140 Ocean Observing Initiative Network
- 261150 Oregon Climate Change Center
- 262000 Ship Operations
- 262010 Regional Class Research Vessel Ship Operations

- The next line asks for Primary Administrative Contact. Select 'Stephanie Pearse or Kelsey Herman.'
- Ignore 'Affiliated Dept(s)/Centers (if applicable).' This is used only in rare circumstances.

- When you add non-CEOAS personnel to the Investigator/Research Team tab, routing to their OSU departments for approval will be added automatically.
- If you have a routing list that includes two or more external departments, set all the routing orders after the CEOAS Org Code to "2" so that routing takes place simultaneously. Department Heads/Deans (Ex. Dept 260000) should receive the proposal last so they should have a routing order of "3".

List of Approving Departments: (to edit the information, remove first, then add back)

Routing Order	Dept Number	Department	Role(s)
1	261120	Ceoas Oceanic And Atmospheric Science	Award Dept, Lead Principal Investigator
2	252320	SCI Statistics	Principal Investigator
3	260000	CEOAS Coll of Earth, Ocean Atmos Science - Dean Use Only	Rollup From - 261120, Rollup From - 261120
3	250000	SCI College of Science	Rollup From - 252320