

PRINCIPAL INVESTIGATOR (PI) CERTIFICATION QUICK GUIDE

PI certification is a required step for all proposals in the [GRAMS](#) Grants module. The PI Certify function allows the PI to certify the proposal meets institutional and sponsor requirements on behalf of the project team. The PI Certification activity should be completed once the GRAMS record is complete and ready for review, prior to Submitting for Department Review.

How to Perform the PI Certification

1. Navigate to the Funding Proposal (FP) Workspace, by selecting the proposal from your Dashboard Inbox.
2. From the Funding Proposal Workspace, click the **Certify** activity to start the certification process.

The screenshot shows the 'A Wonderful Proposal' workspace for proposal GFP0001217. The 'Next Steps' menu on the left has the 'Certify' option highlighted with a red box. The 'Proposal Information' section shows details like PD/PI, Department (Physics), Sponsors (Institute of Museum and Library Services), and SF424 Link (SF-42400000772). The 'Budget Information' section shows Starting Date (12/15/2024), Number of Periods (3), Total Direct (\$195,911), Total Indirect (\$56,557), and Total (\$252,468). A process flow diagram at the bottom shows stages: Draft, Department Review, Specialist Review, Sponsor Review, and Complete.

3. A pop-up window will appear. Review the certification language, add any needed comments or attachments, and click **OK** to complete the certification.
4. You may then click the "Submit for Department Review" activity to route your proposal for approvals.
5. The certification status will show on the FP Workspace and under the *History* tab. The Certify activity will disappear from the FP Workspace upon execution of the activity.

The screenshot shows the 'A Wonderful Proposal' workspace with the 'History' tab selected. The 'Certified' activity is highlighted with a red box in the activity list. The 'Proposal Information' section shows 'Certified: Yes' highlighted with a red box. The process flow diagram at the bottom shows stages: Draft, Department Review, Specialist Review, Sponsor Review, and Complete, with 'Clarification Requested' and 'Changes Required' boxes below them. The activity list table below the diagram shows the 'Certified' activity with a checkmark, author name, and date '12/8/2023 2:33 PM'.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	Change Log
Activity	Author		Activity Date					
✓ Certified								12/8/2023 2:33 PM

Note: If a PI fails to complete this step prior to completing the "Submit for Department Review" activity, an email notification prompting the PI to certify will automatically be sent when the funding proposal is submitted for department review. The funding proposal will remain in the PI's Dashboard Inbox until the certification is completed. **Certification MUST be completed prior to proposal submission.**