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.

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.

**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.