

GRAMS CERTIFICATION QUICK GUIDE

Certification is a required step for all proposals in the [GRAMS](#) Grants module. The Certify function allows the PI, Co-PI/Co-I, and all Senior/Key Persons to Certify the proposal. The Certification activity should be completed once the GRAMS FP record is complete and ready for *Submitting for Department Review*.

How to Perform the Certification

1. If you are added to a GRAMS FP as a Project Team member that requires certification, you will be able to Navigate to the Funding Proposal (FP) Workspace, by selecting the proposal from your GRAMS Dashboard Inbox.
2. From the Funding Proposal Workspace, click the **Certify** activity to start the certification process.

Draft A Wonderful Proposal GFP0002641 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify**
- Withdraw Proposal

Proposal Information

PD/PI:	
Department:	Biological Sciences
Specialist:	
Sponsors:	National Science Foundation
Sponsor Submission Deadline:	10/15/2026
Certified:	No
SF424 Link:	

Budget Information

Starting Date:	1/1/2026
Number of Periods:	5
Total Direct:	\$392,331
Total Indirect:	\$190,280
Total:	\$582,611

Workflow: Draft → Department Review → Specialist Review → Sponsor Review → 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. The certification history will show under the *History* tab and the *Reviewers* tab.



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects
Activity		Author		▼ Activity Date			
✓	Certified			8/28/2025 4:28 PM			

Note: If an individual fails to complete this step prior to the PI completing the "Submit for Department Review" activity, an email notification prompting the individual to certify will automatically be sent when the funding proposal is submitted for department review. If the individual does not see the FP in their GRAMS Inbox, the individual can locate the FP under the Grants tab, or by clicking the link in the notification email. **Certifications MUST be completed prior to proposal submission.**

Funding Proposal