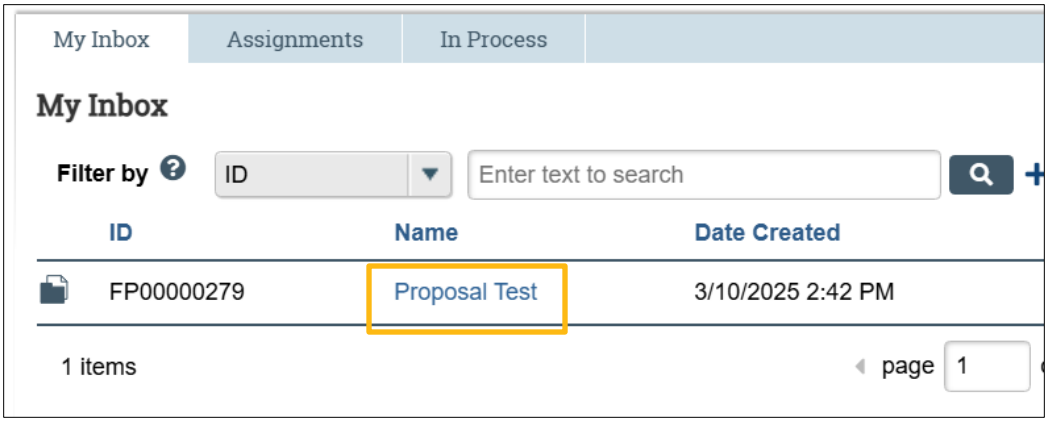
Review and Certify a Funding Proposal

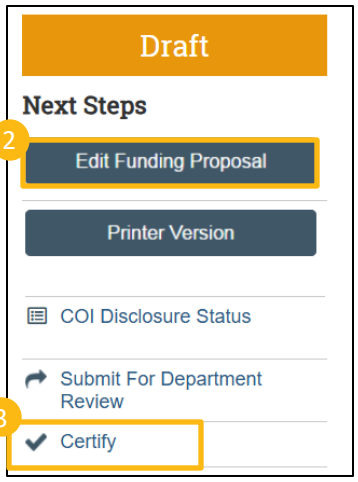
When a funding proposal is complete and ready for department review, PIs should review and certify their proposal is complete and accurate. If PI certification is outstanding when the proposal moves to department Review, the PI will receive a reminder email to complete the certification. The final step of department approval cannot take place until the PI has certified their proposal.

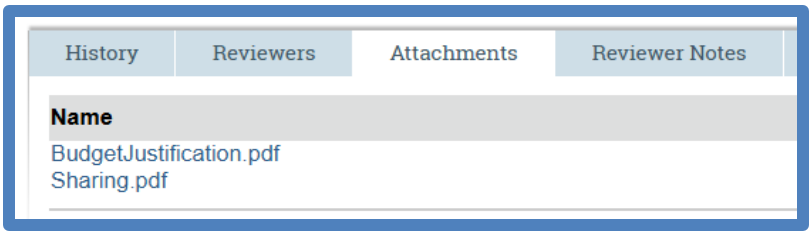
1. **From your inbox, click the name of the funding proposal you want to open. Alternatively, click the funding proposal ID link provided in the PI Certification Required email notification.**



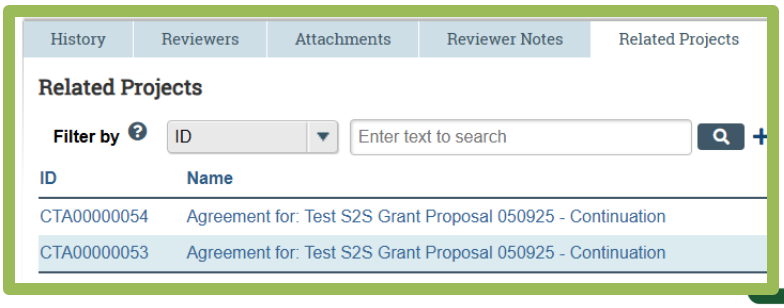
2. **Review the tabs on the funding proposal workspace including the Attachments tab, the Financials tab to review the budget summary, and the Related Projects tab to ensure any Agreements associated with the funding proposal are present. Click Edit Funding Proposal to review detailed information included in the funding proposal smartform. Once you complete your review of the funding proposal, certify that is it complete and accurate by clicking Certify.**



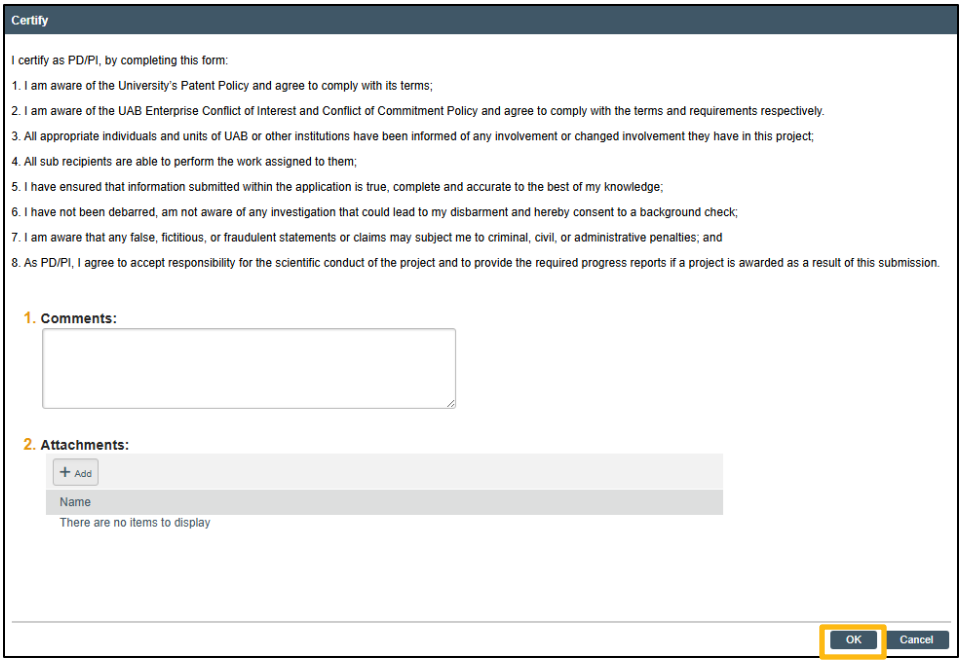








3. **Read the attestations in the Certify form. Click OK. Note: If a PI certifies a funding proposal while it is in the Department Review state, the Department Reviewers for that funding proposal will receive an email informing them that it has been certified and can now receive final approvals to move to the Specialist Review state.**



4. **In the Proposal Information summary at the top of the funding proposal workspace, the Certifications Complete field updates to 1 of 1 after certification is completed. Note: RAs can view a list of funding proposals in need of PI certification via the Need PI Certification tile on the In Process tab of their dashboard.**

