Overview:

PI, co-I(s), and other key persons are required to answer three certification questions for each proposal. The questions can be answered while the proposal is still being developed (‘in progress’), or after the proposal has been submitted to routing and has reached the ‘Investigators’ route log level.

Certification for PI and co-I(s) who are CSU employees is enabled by default. Key Person certification for CSU employees is also required, but the proposal creator must enable the questions manually for personnel added with a Key Person role.

Procedure:

Investigators (PI, co-I(s), other key persons) who are CSU employees are all required to approve and certify the proposal.

**NOTE:** When a PI tries to submit his/her own proposal to routing, data validation will show an error message, indicating that certification questions must be answered *before* the proposal can routed.

For a proposal in routing, the KR PD record can be opened for the approval/certification actions in multiple ways: via a link provided by a department administrator, using the proposal number in Search for Proposals, via a link in the auto-generated Action List item notification email, or using the Open Proposal link in the Action List item.

**Certification during routing:**

When a proposal is opened by someone who needs to approve, the system will display the **Summary/Submit** section:

**NOTE:** Approval happens with a button in the **Summary/Submit** section. Certification questions are answered in the **Key Personnel** section.
If certification has not been completed prior to routing, when the investigator clicks the Approve button, a data validation message will pop up:

1. Click the Fix It link. The system will redirect the investigator to the Key Personnel section.

2. Click on the arrow by the correct investigator name to open the details section for the named person:

3. Click on the Proposal Person Certification link to display the questions.

4. Answer all questions.

5. Click Save at the bottom of the page:
6. Use the left navigation menu to return to the **Summary/Submit** section:

![Key Personnel menu with Summury/Submit highlighted](image)

7. Click the **Approve** button again. Then click the **Close** button:

![Proposal Person Certification form](image)

**System note:** Attachments with spaces or other special characters generate a yellow warning banner. This does **not** affect certification or approval. Answers to certification questions will be saved even when this banner displays.

**NOTE:** For proposals still routing after the deadline entered in the system, an additional warning will display:

![Data Validation form](image)

This information **cannot** be fixed by a key person (even though you see a ‘fix it’ button). It is normally acceptable to **Approve With Warnings**, but contact your department or OSP research administrator if you have questions or concerns about this warning.

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Certification before routing

Key Personnel can answer the proposal person certification questions before routing using a special link that opens only the questions page. This link is provided in a ‘notification’ sent to the PI from within the PD record by a proposal aggregator:

Sample email:

1. Click the proposal number link to open the questions page.

Sample: Stand-alone page with questions:

2. After the questions are answered, click the ‘Certify Answers’ button.
A confirmation lightbox window will open:

3. The standard choice is 'Save and exit', but there are additional options.

**NOTE:** If questions are not answered prior to routing, answers will be required before the key person can approve the proposal during routing (see first section of this document).

- end -