



Overview:

PI, co-I(s), and other key persons are required to answer 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' approval level.

Proposal Person Certification questions help CSU comply with sponsor requirements and University policies applicable to sponsored programs.

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:

The screenshot displays the 'Submit' page in the Kuali Research system. At the top, there are utility links for 'Data Validation (off)', 'Print', 'Copy', 'Medusa', 'Budget Versions', 'Link', and 'Help'. Below this is a progress bar with three stages: 'Saved', 'Routing' (highlighted in blue), and 'Approved'. A callout box points to the 'Routing' stage with the text "'quick look' links".

On the left side, there is a sidebar with navigation options: Basics, Key Personnel, Compliance, Attachments, Questionnaire, Budget, Access, Supplemental Information, and **Summary/Submit** (highlighted in blue). A red callout box points to the sidebar with the text "Click to go to any section for more detail." A large black bracket groups the first seven items.

The main content area is titled 'Proposals Summary' and contains a table with the following data:

Title	CLC.3Nov2016 bdoor login as S Ouren
Principal Investigator	Thorsten Rudroff
Lead Unit	CO-1582 - Health + Exercise Science
Activity Type	Research
Proposal Number	118
Project Start Date	01/01/2017
Project End Date	12/31/2018
Include Subaward(s)?	No
Sponsor Name	National Multiple Sclerosis Society
Sponsor Deadline Date	12/01/2016
Sponsor Deadline Type	

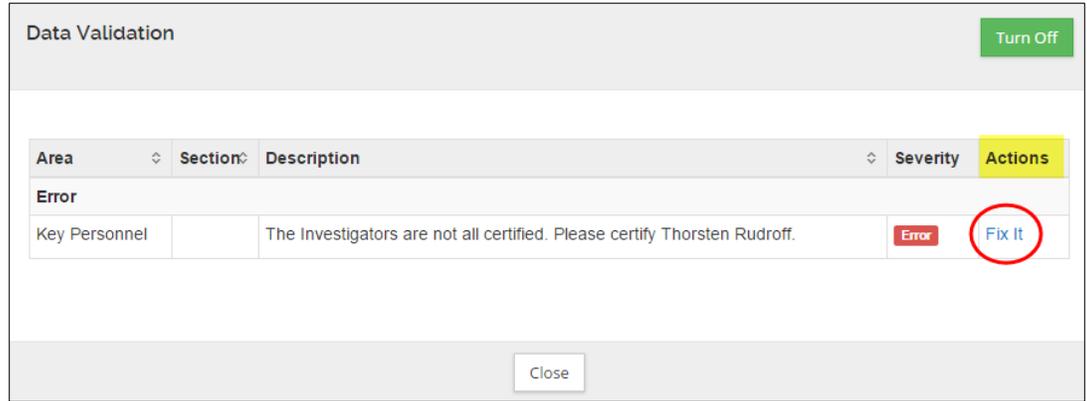
Below the table, there is a paragraph of text: "Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, contributions listed will be met by the department/college unless otherwise approved, that Conflict of Interest requirements have been addressed, and that Sponsored Programs may process the proposal." At the bottom, there is a yellow arrow pointing to a row of 'ACTION BUTTONS' which includes 'Send Adhoc', 'Ad Hoc Recipients', 'Approve', 'Return for Edit', 'View Route Log', 'More Actions', and 'Close'.

NOTE: Approval happens with a button in the **Summary/Submit** section. Certification questions are answered in the **Key Personnel** section.

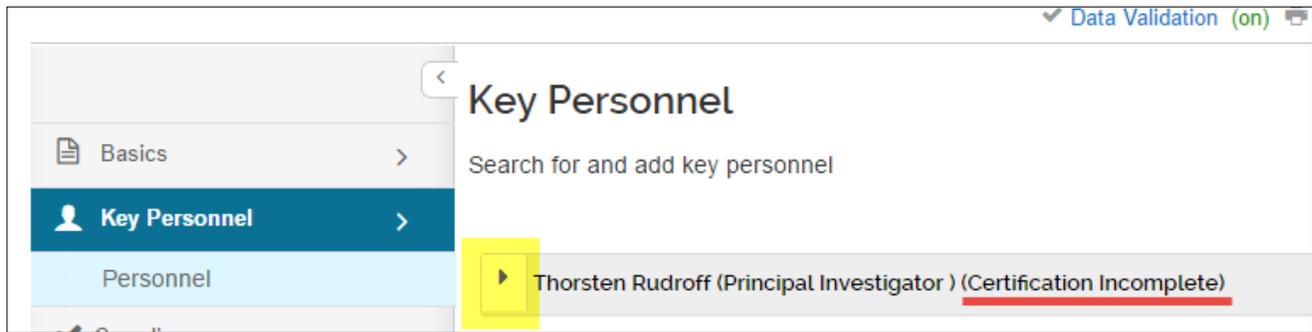


If certification has not been completed prior to routing, when the investigator clicks the **Approve** button, a data validation message will pop up:

1. Click the **Fix It** link. The system will re-direct the investigator to the **Key Personnel** section.

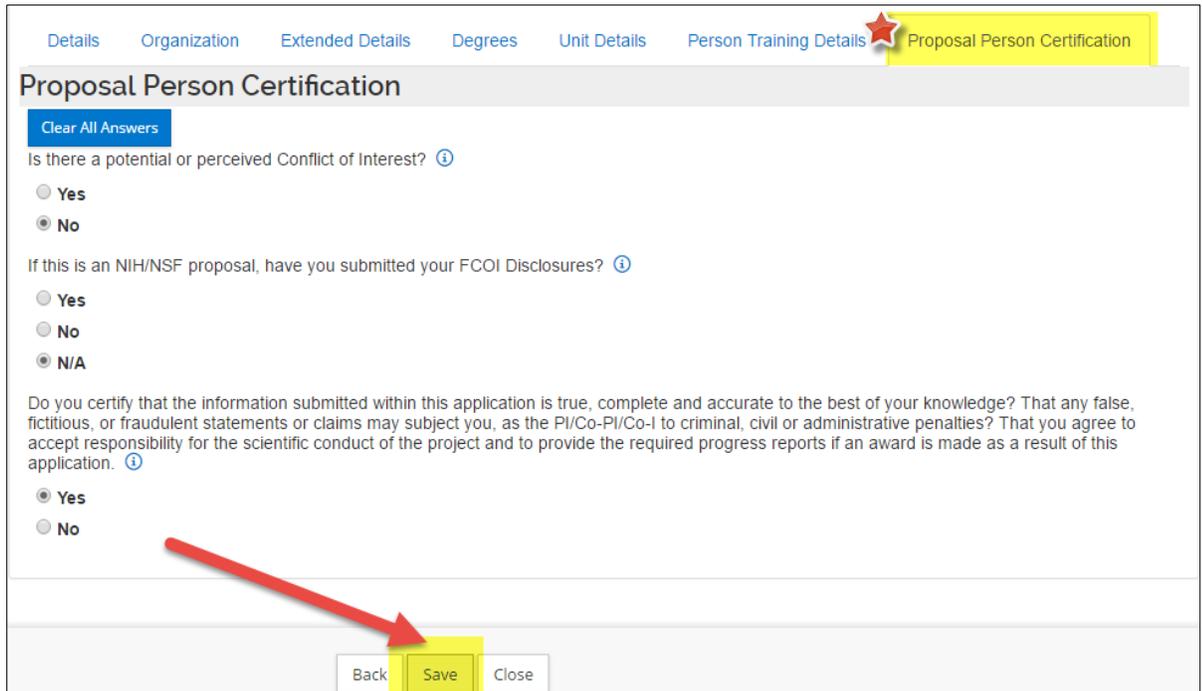


2. Click on the arrow by the correct investigator name to open the details section for the named person:



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:

The screenshot shows the 'Key Personnel' section of the system. On the left is a navigation menu with options: Key Personnel, Personnel, Animal, Human, Biosafety, Attachments, Questionnaire, Budget, Access, and Supplemental Information. The 'Summary/Submit' button at the bottom of the menu is highlighted in green and has a red arrow pointing to it with a red star above it. The main content area shows 'Key Personnel' for Tyler J Wilson, with tabs for Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details, and Proposal Person Certification. The 'Proposal Person Certification' tab is active, showing a 'Clear All Answers' button and a question: 'Is there a potential or perceived Conflict of Interest?' with radio buttons for 'Yes' and 'No'.

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

This screenshot shows the bottom of a confirmation dialog. It contains several buttons: 'Send Adhoc', 'Ad Hoc Recipients', 'Approve' (highlighted in green), 'Return for Edit', 'View Route Log', 'More Actions', and 'Close' (circled in red). Above the buttons is a paragraph of text explaining the approval process.

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:

The screenshot shows a 'Data Validation' banner with a 'Turn Off' button in the top right. Below the banner is a table with columns: Area, Section, Description, Severity, and Actions. A single entry is shown under 'Warnings' with the description 'Sponsor deadline date is in the past, relative to the current date.' and a 'Warnings' icon. A 'Fix It' button with a red 'X' is next to it. At the bottom of the banner, the 'Approve With Warnings' button is highlighted in green, and a 'Close' button is to its right.

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.

- more: **Certification before Routing**, next page -



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:

Regarding your involvement in Proposal title will display here

 vpr_do_not_reply@mail.colostate.edu
To key person name here

Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree. Details as follows:
 Document Number: 18588966
 Proposal Number: 142240 this is a hyperlink that will open the PI questions page
 Proposal Title: CLC.30May2019 test dev1
 Principal Investigator: Roy Allen Akers Jr
 Lead Unit: CO-2002 - Sponsored Programs
 Sponsor: 003850 - USDA-ARS-Agricultural Research Service
 Deadline Date:

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

Sample: Stand-alone page with questions:

Proposal Development

Certification for Key Person name here

Proposal#: 142240
Title: CLC.30May2019 test dev1
PI: Roy Allen Akers Jr
Lead Unit: CO-2002
Sponsor: USDA-ARS-Agricultural Research Service
Deadline Date:

Does this proposal involve a potential or perceived Financial Conflict of Interest or Conflict of Commitment? (For CSU Policies on Conflict of Commitment and Conflict of Interest, see <http://facultycouncil.colostate.edu/faculty-manual-section-d/#D.7.7.>) ⓘ

Yes
 No

Do you certify that the information submitted within the application is true, complete, and accurate to the best of your knowledge? By certifying, you also acknowledge that any false, fictitious, or fraudulent statements or claims may subject you to criminal, civil, or administrative penalties as it relates to your role and activities sponsored by this project. By clicking "Yes", you agree to accept responsibility for the scientific conduct of the project and to provide the required progress report as relevant to your role on the project if an award is made as a result of this application. ⓘ

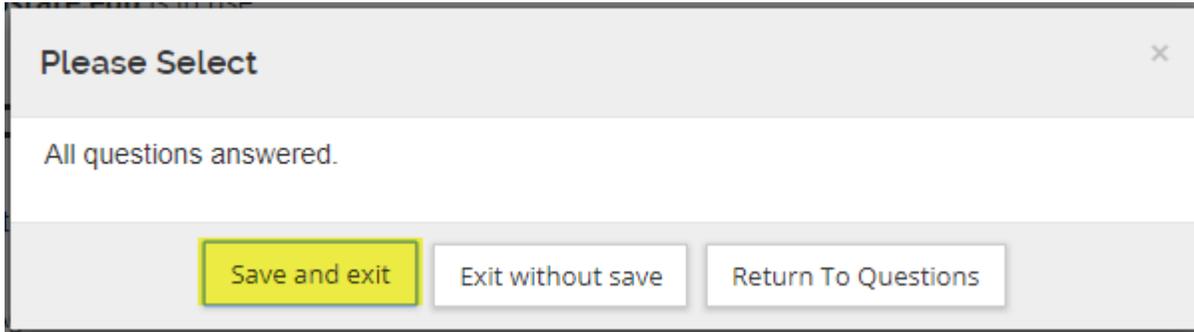
Yes
 No

Document Info
Doc Nbr: 18588966
S2S Connected: no
Initiator: ccarsten@colostate.edu
Status: In Progress
[more...](#)

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 -