Instructions – PI Certification

Allows you to review, certify, and track proposals on which you serve as Lead PI or Principal Investigator.

The number of proposals requiring your certification (if any) is displayed to the left of the Inbox in the dashboard.

"To Be Certified" and "Previously Reviewed" tabs will appear. In both tabs, the list shows the submission date and proposal number, which you can use to view the routing status and certify the proposal, along with the proposal's short name, sponsor, and deadline. To the far right, you can generate a PDF copy of the IPF for review.

If the proposal is paired, you can view the associated Cayuse 424 proposal by clicking on the pairing icon to the right of the proposal number. By clicking the column names, you can sort the list of proposals by these columns to more easily find an IPF.

To certify, click on the proposal number of the IPF you need to certify. Reivew the IPF by clicking on the PDF icon. After you review the IPF, click on **Certify Proposal.**

Enter comments you have regarding the IPF. Comments are visible to the Research Team, Proposal Reviewers, and PreAwards. Click **Submit Certification** to acknowledge the certification statement.

You can certify an IPF once it has been submitted for routing. Lead PI and other Principal Investigators have the authority to certify. Note: Department heads can certify for their faculty on all non-Award IPF's; however, PI's can only certify for themselves on Award and Award Modification IPF's.