

How to Provide PI Certification for Funding Proposal

The Principal Investigator for a Funding Proposal must provide the PI Certification before a proposal can be submitted to the sponsor. There are two methods for proving PI Certification:

Method 1: Submit for Department Review Activity

- If the PI initiates the “Submit for Department Review,” the PI will be prompted to provide certification in the popup box shown here. The PI would simply click the check box “As PI for this submission, I agree with the above statements: [X]

' and 'I am not the PI for this submission: '. 'OK' and 'Cancel' buttons are at the bottom right." data-bbox="115 372 553 560"/>

Method 2: Email Prompt to use “PI Certify” Activity

- When someone other than the PI initiates the “Submit for Department Review” the PI will automatically receive an email notification that will ask the PI to provide the PI Certification using the “PI Certify” activity.

Thu 4/16/2020 12:49 PM
no-reply@huronclick.com
Action Required: Please certify your proposal
To: UVMClick Test Emails
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Grant ID: [FP0000270](#)
PI Name: Christopher [REDACTED]
Title: Test Dept Dean Notification 2nd Review
Sponsor: Acadia Pharmaceuticals, Inc.

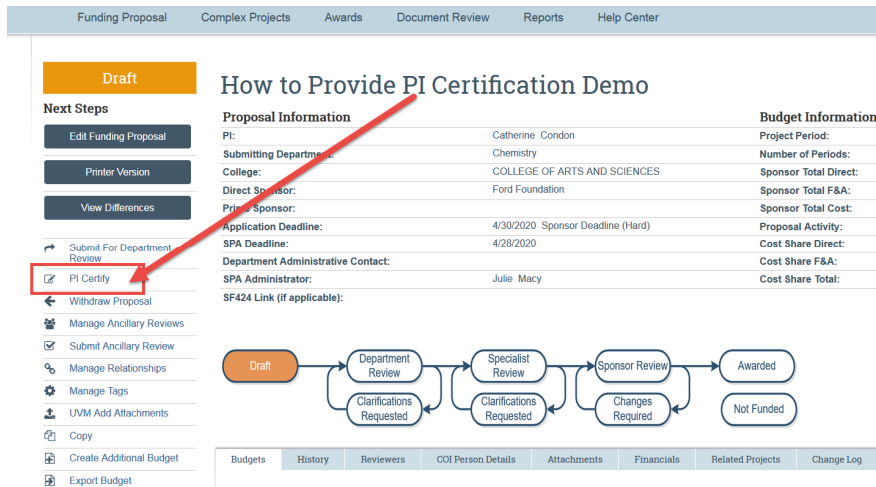
If you have yet to PI Certify the Funding Proposal, now is the time to do so.

Description: Please select the hyperlink above to access the funding proposal record. Once inside the proposal record, please execute the “PI Certification” activity on the left hand side.

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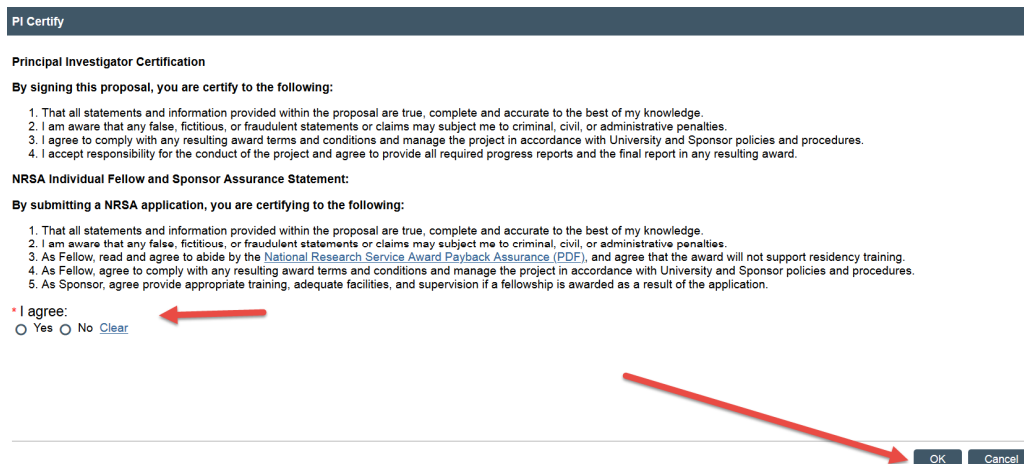
Last updated December 7, 2022

- Upon receipt of this email, the PI can click on the hyperlink Funding Proposal number to be taken into the specific Funding Proposal.
- Click the PI Certify activity on the left side of the workspace as shown here.



The screenshot shows the UVMClick workspace for a funding proposal titled "How to Provide PI Certification Demo". The status is "Draft". On the left sidebar, the "PI Certify" button is highlighted with a red box and a red arrow points to it. The main content area displays proposal information and budget information. Below the information is a flowchart showing the process: Draft -> Department Review -> Specialist Review -> Sponsor Review -> Awarded/Not Funded. A red arrow also points to the "PI Certify" button in the sidebar.

- A popup window will open. Read the information and then click the “I agree” button. Scroll to the bottom of the page and click the OK button.
- This will complete the PI Certification process.



The screenshot shows the "PI Certify" popup window. It contains the following text:

Principal Investigator Certification

By signing this proposal, you are certify to the following:

1. That all statements and information provided within the proposal are true, complete and accurate to the best of my knowledge.
2. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. I agree to comply with any resulting award terms and conditions and manage the project in accordance with University and Sponsor policies and procedures.
4. I accept responsibility for the conduct of the project and agree to provide all required progress reports and the final report in any resulting award.

NRSA Individual Fellow and Sponsor Assurance Statement:

By submitting a NRSA application, you are certifying to the following:

1. That all statements and information provided within the proposal are true, complete and accurate to the best of my knowledge.
2. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. As Fellow, read and agree to abide by the [National Research Service Award Payback Assurance \(PDF\)](#), and agree that the award will not support residency training.
4. As Fellow, agree to comply with any resulting award terms and conditions and manage the project in accordance with University and Sponsor policies and procedures.
5. As Sponsor, agree provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application.

* I agree:
 Yes No [Clear](#)

At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "I agree" radio button, and another red arrow points to the "OK" button.