"My Inbox" displays items that the user needs to take action on.

The above example shows a new Research Initiated Certification created on 11/29/2018. The state is Draft, which means that it has not yet been submitted (by you) for review.

This Research Initiated Certification was triggered by the Sponsored Project Administration (SPA) in relation to receipt of a sponsored project award (AWD000000001).

Examples of certification types you might see in your In Box:

- **Research Initiated Certification**
  New certifications generated by Sponsored Project Administration because award has been received or a proposal is being sent to a sponsor

- **Annual Disclosure Certification**
  A required annual certification is due

- **Disclosure Update**
  A certification update that the user has started but has not yet submitted