My Inbox Navigation

Click the “Dashboard” button to get to “My Inbox.”

“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 (AWD00000001).

Examples of certification types you might see in your Inbox:

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

- **Annual Disclosure Certification (FCOI and COI/COC)**
  A required annual certification is due

- **Disclosure Update (FCOI and COI/COC)**
  A certification update that the user has started but has not yet submitted