Navigation and Basic Tasks

Dashboard > My Inbox

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).

The Structure of a Certification

A certification may not contain any disclosures, or it can contain one to many disclosures. The certification is the
“wrapper” around any reportable disclosure.

When asked to submit a certification, the SmartForms start out with questions related to the certification. Then the smartform asks for all disclosure information (if any), and ends with the final certification smartform questions.

Any new certification will clone all previously reported information so only new disclosure additions or updates will need to be made.

**Opening a Certification**

1. From My Inbox, click the certification name.

2. The certification workspace opens.

   **TIP** - From the certification workspace, click the History tab. The history tab lists all activity taken on a certification including any comments, attachments, or correspondence added.

**Find a Previous Certification**

1. Click the “My Disclosures” activity
The Disclosures tab shows details for each disclosure, including when it was last updated. These entries are not editable here. They are only editable from within a certification.

2. Click the **Certifications** tab.

   There are a couple ways to find the certification you are looking for:
   
   a. Each column header can be clicked to sort by that column. “Status” is a common column that will help to find any in DRAFT that need to be completed and submitted.

   b. The “Filter by” can be used to filter the list. The drop down allows you to choose the column you wish to filter. The “+Add Filter” allows you to add a second or third filter.