

Principal Investigator Certification in Kualu Research

Upon notification to certify or at any time before the proposal is submitted for review and approvals, the Principal Investigator may certify the proposal.

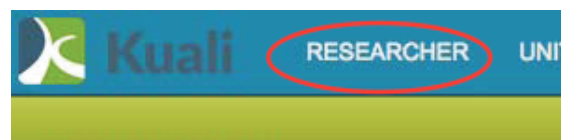
Only the Principal Investigator is to certify the proposal. This certification represents the PI's electronic signature for the proposal.

- Search for and review a Proposal: Page 1
- Navigate to Certification in a Proposal After Review: Page 3
- PI Email Notification and Certification: Page 4

PI Proposal Review

The PI certifies that "To the best of my knowledge, the information submitted within the proposal is true, complete, and accurate." In order to confirm that, the PI should review the proposal and budget.

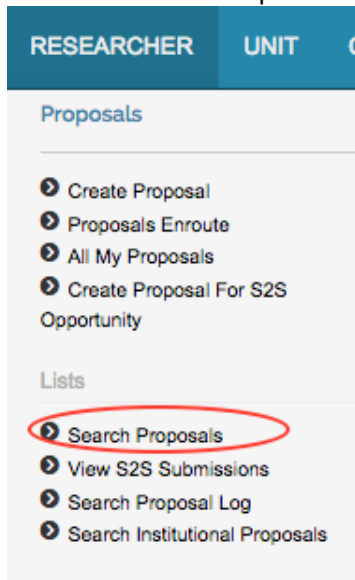
Log into Kualu Research



Welcome, David







Select the Researcher link from the top menu bar:

Then click Search Proposals:



Enter the Proposal Number and Search: Obtain the 5-digit Proposal Number from a notification email or from the proposal initiator

OR search by investigator name and title, using *asterisks* for a wild card search.

Proposal Number:	<input type="text"/>
Proposal Type:	select ▼
Proposal State:	select ▼
Project Title:	<input type="text" value="*cellular*"/>
Proposal Person:	<input type="text"/>  
Principal Investigator:	<input type="text" value="*Johnson*"/>  
Aggregator:	<input type="text"/>  


Scroll down for results. You will have permission to View as the PI. If you have been given permissions by the proposal initiator, you will also have a link to Edit.

view edit copy medusa	36306	642688	New	In Progress
view medusa	36371	642983	New	In Progress

Open the selected proposal with either View or (if available) Edit

Use the left navigation menu to review the various sections of the proposal, or navigate to the Summary/Submit section, from which you can view virtually all details of the proposal within the same section by clicking on the tabs across the page.

Submit

 Document was successfully saved.

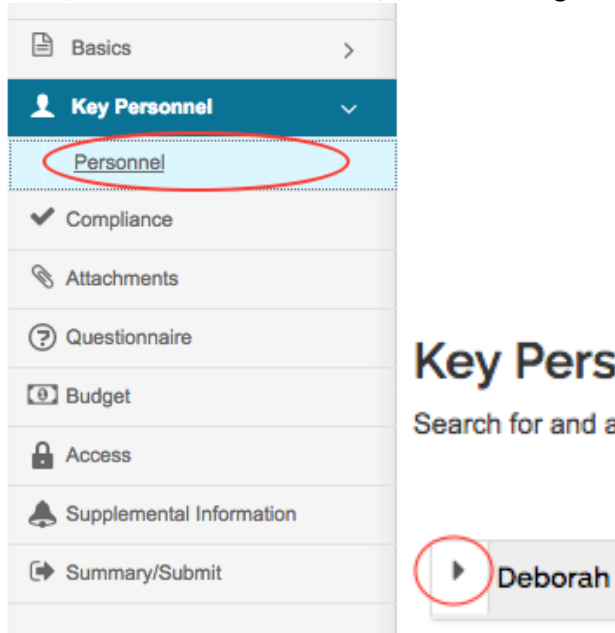
Saved
Routing

Proposal Summary
[Personnel](#)
[Compliance](#)
[Attachments](#)
[Questionnaire](#)
[Supplemental Info](#)

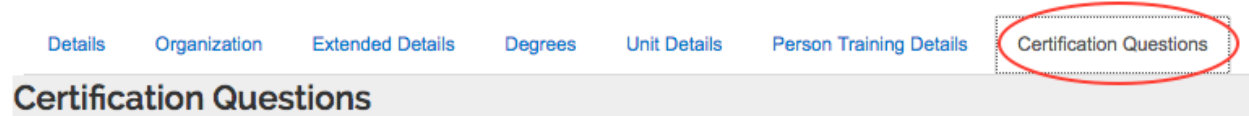
Proposal Summary

PI Certification

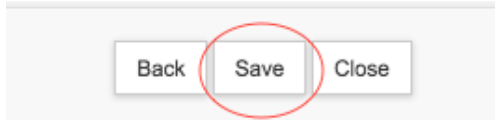
Using the left navigation menu, navigate to Key Personnel > Personnel
Then, to the left of the PI name, click the triangle to open the PI details



Below the PI name bar are tabs across the page. Open Certification Questions



Respond to the questions. Click Save at the bottom of the page.



When you are ready, click Close at the bottom of any page to close the proposal.

Notification to PI

- The proposal aggregator clicks the “Notify” button in the proposal, Key Personnel > Personnel
- The PI receives an email notification with the subject line, “Regarding your involvement in Development Proposal [Proposal Title]”
- PI logs into Kualu Research

In the email text there is a link to the proposal number. The text is similar to this:

Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows:

Document Number: 642983

Proposal Number: [36371](#)

Proposal Title: Research Study

Principal Investigator: Joe Tester

Lead Unit: 10303000 - Microbiology

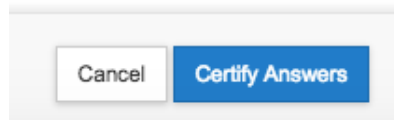
Sponsor: 000002 - National Institutes of Health

Deadline Date: 06/05/2018

Click on the link to access the Certification Questions. **Note:** You MUST be logged into Kualu Research in order for the link to work.

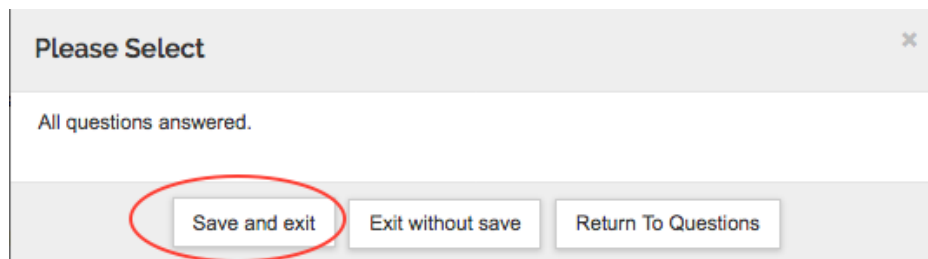
To review the proposal, PI must open a new browser tab or window, open Kualu Research, and navigate to the proposal, as described on pages 1-2.

Respond to all questions and click the Certify Answers button at the bottom of the page.



When you have answered all of the questions and click the [Certify Answers] button, a pop-up window will appear stating “All questions answered” and provide you with three options:

- [Save and Exit] This will save all of your answers and exit the questionnaire.
- [Exit without save] This will not save any of your answers and exit the questionnaire.
- [Return To Questions] This will return you back to the questionnaire.



If you did not answer all of the questions and click the [Certify Answers] button, you will see “Please answer all questions in order to certify proposal”. Click [Return to Questions] to finish answering the questionnaire. OR, if you are not ready to finish, you may save your answers and come back to the questionnaire later by clicking on [Save and Exit]. You may return back to the questionnaire by clicking on the hyperlink in the certification email.