

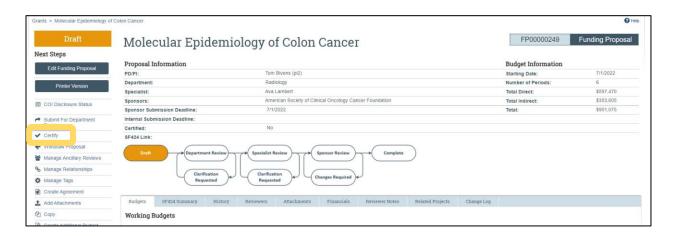


PRINCIPAL INVESTIGATOR (PI) CERTIFICATION

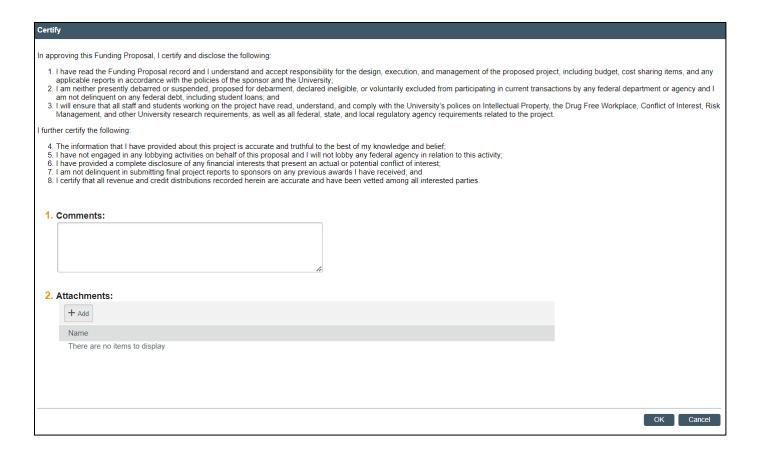
PI certification is a required step for all proposals in the CARA Grants module. The PI Certify function allows the PI to certify that the proposal meets institutional and sponsor requirements and is ready for submission. The PI Certification activity must be completed prior to Departmental Review.

How to Perform the PI Certification

- 1. Navigate to the Proposal Workspace. The proposal should appear in your Dashboard.
- 2. On the Proposal Workspace, click the **Certify** activity to start the certification process.



3. Review the certification language, add any needed comments and attachments, and click \mathbf{OK} to complete the certification.



4. The activity shows in the *History* tab and disappears from the Proposal Workspace upon execution of the activity.

