


University of
Virginia

ResearchUVA
Powered by Huron

**Job Aid: Principal Investigator
(PI) Certification**

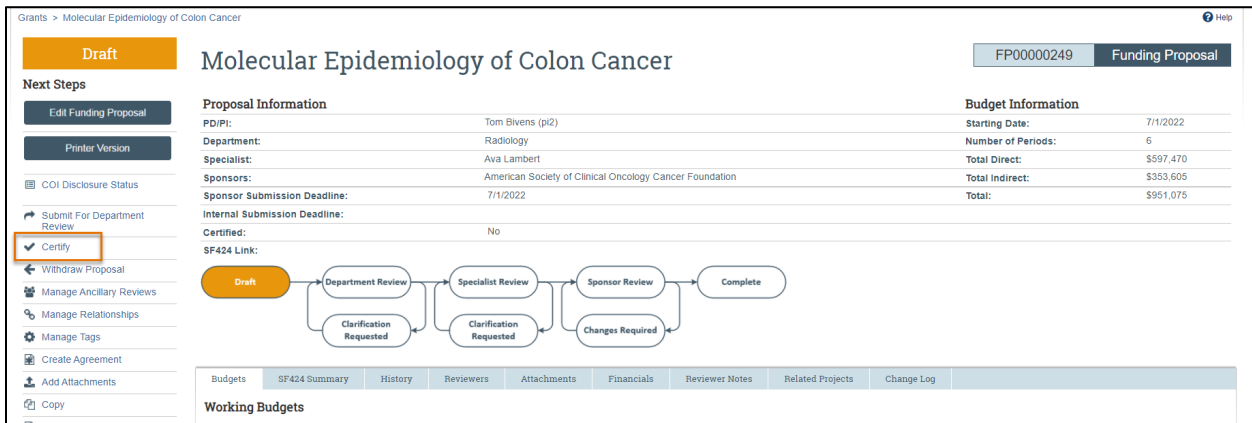
1 PI Certification Overview

PI certification is a required step for all proposals in the ResearchUVA Powered by Huron Grants module. The PI Certify function is available to PIs in proposal states before Pending Sponsor Review (any state prior to proposal submission) state and allows the PI to certify that the proposal meets institutional and sponsor requirements and is ready for submission.

 **Note:** *The PI certification process applies only to the contact PI for a multiple PI submission. Additional UVA personnel with the PI role on a proposal must certify the proposal using the Ancillary Review process.*

2 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.



The screenshot shows the 'Draft' stage of a funding proposal. The 'Next Steps' sidebar on the left has the 'Certify' option highlighted with a red box. The main content area displays 'Proposal Information' and 'Budget Information'.

Proposal Information		Budget Information	
PO/PI:	Tom Bivens (pi2)	Starting Date:	7/1/2022
Department:	Radiology	Number of Periods:	6
Specialist:	Ava Lambert	Total Direct:	\$597,470
Sponsors:	American Society of Clinical Oncology Cancer Foundation	Total Indirect:	\$353,605
Sponsor Submission Deadline:	7/1/2022	Total:	\$951,075
Internal Submission Deadline:			
Certified:	No		
SF424 Link:			

Below the tables is a workflow diagram showing the process flow: Draft → Department Review → Specialist Review → Sponsor Review → Complete. There are also loops for 'Clarification Requested' and 'Changes Required' between the review stages.

At the bottom, there is a 'Working Budgets' section with tabs for SF424 Summary, History, Reviewers, Attachments, Financials, Reviewer Notes, Related Projects, and Change Log.

3. Review the certification language, add any needed comments and attachments, and click **OK** to complete the certification.

Certify

- The information submitted within this application is true, complete, and accurate to the best of my knowledge; any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- I agree to accept responsibility for the scientific conduct and financial oversight of the project, including any required reporting, and for compliance with all applicable University, local, state, and federal policies that govern the responsible conduct of research.
- I certify that to the best of my knowledge, myself and members of my project team are not debarred, suspended, declared ineligible, or voluntarily excluded from federally-funded activities.
- I and the appropriate UVA project investigators have disclosed financial interests in the UVA COI disclosure system (<https://col.sites.virginia.edu/Home>) relative to any sponsor and University proposal-stage requirements and/or COI policies.

1. Comments:

2. Attachments:

+ Add

Name

There are no items to display

OK
Cancel

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

Draft

Molecular Epidemiology of Colon Cancer

FP00000249
Funding Proposal

Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Submit For Department Review

Withdraw Proposal

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

Manage Access

Add Comment

Proposal Information

PD/PI: Tom Bivens (pi2)

Department: Radiology

Specialist: Ava Lambert


Sponsors: American Society of Clinical Oncology Cancer Foundation

Sponsor Submission Deadline: 7/1/2022

Internal Submission Deadline:

Certified: Yes

SF424 Link:



Budgets
SF424 Summary
History
Reviewers
Attachments
Financials
Reviewer Notes
Related Projects
Change Log

Activity	Author	Activity Date
✓ Certified	Bivens (pi2), Tom	1/27/2022 12:53 PM
⊕ Budget Created	Bivens (pi2), Tom	1/26/2022 5:55 PM
⊕ Created	Bivens (pi2), Tom	1/26/2022 2:30 PM

Budget Information


Starting Date: 7/1/2022

Number of Periods: 6

Total Direct: \$597,470

Total Indirect: \$353,605

Total: \$951,075

 **Note:** The notification prompting the PI to certify will automatically be sent when the funding proposal is submitted for department review. When the certification is complete, it will be noted on the History tab.