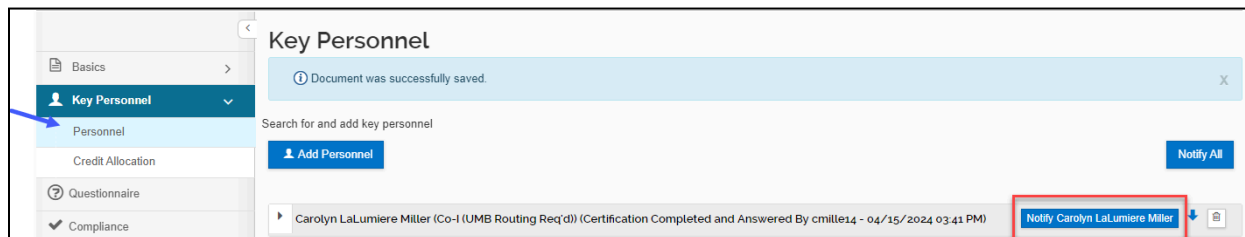


# Investigator Modifying Completed Certification Answers

When an Investigator needs to modify their Investigator Certification responses after initially submitting their certification, there are four ways to connect the Investigator back to their specific certification screen. The Notify All will not send a new notification to investigators with completed certifications.

- 1) Open the development proposal and click on Notify (Investigator Name) on the Key Personnel screen.



- 2) Ask the investigator to return to the original email that notified them of the certification. The investigator can click on **Click Here to Complete Certification Questionnaire** in that email, and it will return them to their certification screen.

Please review the following proposal and then complete the certification questions if you agree to participate in the project.

Proposal Details as follows:

Proposal Title: Sample Proposal

Principal Investigator: Sally Egloff

Lead Unit: 1151501 - VPA-Office of Budget & Fiscal Analysis

Sponsor: 000060 - US Department of Commerce - NOAA

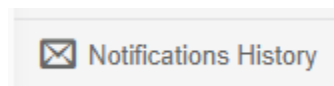
Deadline Date: 05/30/2024

Proposal Number: 77347

Link to review proposal: [Click Here to Review Proposal tabs](#) Credit Allocation is found under the Personnel tab

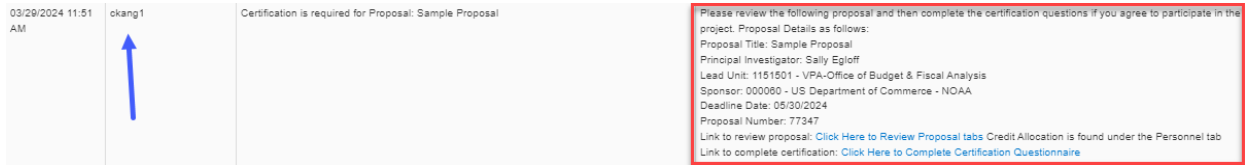
Link to complete certification [Click Here to Complete Certification Questionnaire](#)

- 3) Open the development proposal and click on Notifications History on the bottom left:



Within Notifications History, copy the item that contains the Notification message for which the investigator is the recipient.

Date Created	Recipients	Subject	Message
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Forward the copied message to the investigator and ask them to click on **Click Here to complete the Certification Questionnaire**. Be sure to retain the links as they are specific to each investigator.

- 4) Remove the investigator from the proposal, add them back, and then click on Notify Investigator. This will clear out all the answers on the questionnaire, and you will have to update the credit split for the investigator.

Last Updated Apr 15, 2024