UMD Personnel Modifying Completed Certification Answers

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

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

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

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.
Forward the copied message to the UMD Personnel 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 UMD Personnel.

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