



Investigator Certification

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Who must certify a proposal?

When the lead unit of the proposal is a Proposal Development unit:

All UMD Investigators must certify the proposal. This includes PI, Co-PI, Multi-PI, etc.

Non-UMD personnel, and any personnel with the role of Key Person, do not need to certify the proposal.

When must a proposal be certified?

A proposal must be certified before the proposal may be routed for approval. The proposal creator may notify the investigator once the investigator has been added to the proposal.

Can certification be delegated?

No. The investigator must log in with his/her UMD directory ID and password to access the proposal and certification questions.

How will this happen?

Proposal Creator creates proposal and sends notice from KR to Investigator.

Investigator receives email notice. Clicks on link to open questions. Opens another tab to search for and review proposal.

Investigator reviews and completes questions.

Once all investigators have completed certification questions, system notifies proposal creator.

Proposal can not be routed for approval until all UMD investigators have certified.

Sample Email

From: UM_KR_donotreply@umd.edu

Subject:Regarding your involvement in Development Proposal [Proposal Title]

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: 2233246

Proposal Number: 38244

Proposal Title: Research Proposal from UMD

Principal Investigator: Sally Egloff

Lead Unit: 1301301 - CMNS-Institute for Advanced Computer Studies

Sponsor: 000100 - U.S. Air Force

Deadline Date: 09/01/2017