



Kuali Research: Investigator Certification Guide

Kuali Research Help Contact: kr-help@umd.edu

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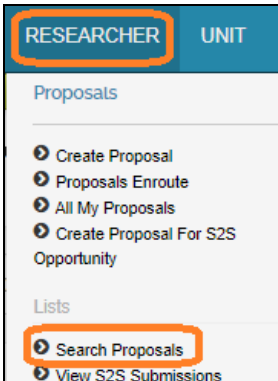
Reviewing the Proposal Before Certifying

Before certifying you should review the proposal development record. You will need to navigate to the proposal itself in order to view the proposal.

- Open the email notification from Kualu Research with the subject line: **“Certification is required for Proposal: [Title of the Proposal]”**
- Copy (Ctrl-C) the Proposal Number from the Certification email.

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: 2220810
 Proposal Number: **37194**
 Proposal Title: MA - Football, Concussions and Media
 Principal Investigator: <PI name>
 Lead Unit: 1330501 - SPHL-Kinesiology
 Sponsor: 010942 - NIH-National Institute on Aging
 Deadline Date: 08/24/2017

- Click on the “Researcher” menu and click “Search Proposals”



- On the Development Proposal Lookup screen enter or paste (Ctrl-V) the Proposal Number into the Proposal Number field and click on “Search” button.

- Scroll to the bottom of the search screen and click on the “View” link to open the Proposal Development Record.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier	Sponsor Name
view	37194	2220810	New	In Progress	MA - Football, Concussions and Media		KV-MOST-RR	most rr forms	00.000		NIH-National Institute on Aging
edit											
copy											
medusa											

Showing 1 to 1 of 1 entries (filtered from -1 total entries)

Proposal Details

After clicking on view, you can review the proposal details.

Proposal Development

Document Info
Doc Nbr: 2220810
S2S Connected: ✔
Initiator: basic01
Status: In Progress
[more...](#)

Proposal: #37194
PI: <Name of the PI>

Data Validation (off) Print Copy Medusa Hierarchy Budget Versions Link Help

Proposal Details

* Indicates required fields

Basics

- Proposal Details
- S2S Opportunity Search
- Delivery Info
- Sponsor & Program Information
- Organization and Location
- Key Personnel
- Compliance
- Attachments
- Questionnaire
- Budget
- Access
- Supplemental Information
- Summary/Submit

Proposal Type: New

Lead Unit: 1330501 - SPHL-Kinesiology

Activity Type: Research, basic

Project Dates: 04/01/2018 03/31/2021

Project Title: MA - Football, Concussions and Media

Sponsor: 010942 - NIH-National Institute on Aging

Prime Sponsor Code:

Keywords:

Edit Save Close

The “Summary/Submit” section of the proposal allows you to easily view virtually all details of the proposal all within the same section.

Submit

Saved Routing Approved

Proposal Summary Personnel Credit Allocation Compliance Attachments Questionnaire Supplemental Info Keywords Budget Summary

- **Proposal Summary Tab:** Basic details (Title, PI, Lead Unit, Prop #, Dates, Sub?, Sponsor, Deadline)
- **Personnel Tab:** All personnel listed on the project, their role, and their certification answers
- **Credit Allocation Tab:** DRIF/Credit Split allocation
- **Compliance Tab:** All Special Review items that apply to this proposal
- **Attachments Tab:** All Proposal, Personnel, and Internal attachments are available to be viewed
- **Questionnaires Tab:** All questionnaire questions and answers
- **Supplemental Info Tab:** Info such as Admin Costs, IDC Rate, Type, & Reason, Sponsor & Budget Contacts.
- **Keywords Tab:** UMD does not use
- **Budget Summary Tab:** Displays budget details by period and totals, personnel and non-personnel costs.

Click on Close to close out of the proposal and return to the Kualu Research Welcome screen.

Certification for the PI

Click on the [Proposal Number]. This will be a hyperlink.

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: 2220810
Proposal Number: [37194](#)
Proposal Title: MA - Football, Concussions and Media
Principal Investigator: <PI name>
Lead Unit: 1330501 - SPHL-Kinesiology
Sponsor: 010942 - NIH-National Institute on Aging
Deadline Date: 08/24/2017

When the certification window pops up, answer ALL questions, then click the [Certify Answer] button. If you click on the [Cancel] button before clicking [Certify Answers], the system will not save your responses and return you to the Kualu Research Welcome screen.

Proposal Development

Certification for <Your Name>

Document Info
Doc Nbr: 2221272
S2S Connected: **no**
Initiator: basic03
Status: Approval Pending
[more...](#)

Proposal#: 37194
Title: <Title of the proposal>
PI: <Name of the PI>
Lead Unit: <Lead Dept # >
Sponsor: <Sponsor name>
Deadline Date: <Deadline Date>

Print

#35- Is there a real or potential conflict of interest in connection with this work involving this individual as defined by the University of Maryland Policies and Procedures II-3.10(a) or II-3.10(B)? If yes, a disclosure form must be completed and submitted in accordance with these procedures. ⓘ

Yes
 No
 N/A

Lobbying activities have been conducted regarding the proposal ⓘ

Yes

Cancel Certify Answers

When you have answered all of the questions and then click the [Certify Answers] button, a pop-up window will appear stating “**All questions answered**” and provide you with three options:

- **[Save and Exit]** This will save all of your answers and exit the questionnaire.
- **[Exit without save]** This will not save any of your answers and exit the questionnaire.
- **[Return To Questions]** This will return you back to the questionnaire.

Please Select

All questions answered.

Save and exit Exit without save Return To Questions

If you did not answer all of the questions and click the [Certify Answers] button, you will see “**Please answer all questions in order to certify proposal**” to inform you that you have not finished. Click [Return to Questions] to finish answering the questionnaire. If you are not ready to finish, you may save your answers and come back to the questionnaire later by clicking on [Save and Exit]. You may return back to the questionnaire by clicking on the hyperlink in the certification email.

Please answer all questions in order to certify proposal.

Save and exit Exit without save Return To Questions

Print Certification

You may print the certification once you are done. Investigator’s physical signature is NOT required/needed.

Close Certification

- To close the Certification, you may close your browser by click on the X in the right corner.
- Please do NOT click Cancel. This will cancel your certification.