## **PI Certification Instructions**

Certifying a proposal in Kuali is a simple and intuitive process. If you have any questions, then please email us at <u>srs.era@uc.edu.</u> We're happy to help!

First, you will receive an email asking you to please approve the proposal:

Regarding your involvement in Development Proposal PI Cert test 2 5/13/19			
s	SRS.ERA=uc.edu@mx3.kuali.co on behalf of SRS.ERA@uc.edu Mon 11/1/2021 11:14 AM To: Lampson, Amanda (lampsoam)		
	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: 90962 Proposal Number: <u>12683</u> Proposal Title: Pl Cert test 2 5/13/19 Principal Investigator: Amanda M Lampson Lead Unit: 60000284 - RES SRS Electronic Research Sponsor: H00003 - National Institutes of Health Dealine Date: 02/05/2020		

Select the link to the proposal by clicking the Proposal Number. This will direct you to your Kuali Log-in/Central UC login screen.\_\_\_\_\_

Sign in to: https://saas1.kuali.co/auth	
lampsoam	
•••••	
Log In	
Need Help? Get. My. Username Change My. Password Forgot. My. Password	در الشری <sup>را</sup> خ الالحال الم
Call the <u>IT@UC Service Desk</u> at <u>513-556-HELP</u> (435 option 2.	7) option 2 or <u>866-397-3382</u>
By using this service you agree to adhere to UC Information Security Policies	

Once you are signed in to Kuali, you will be at the certification questions.

Kuali Research	
Proposal Development <b>Proposal: #12</b> PI: Amanda M Lamps	2683 ion
	Document was successfully saved.
Basics	·
👤 Key Personnel	Key Personnel
Personnel	Search for and add key personnel
Credit Allocation	1 Add Personnel
Questionnaire	
✓ Compliance	Amanda M Lampson (PI/Contact) (Certification Incomplete)
N Attachments	Details Organization Extended Details Degrees Unit Details Person Training Details PI Certify
Budget	PI Certify
Access	You have the option to remove Certification Questions for a PI/Contact.
Supplemental Information	Clear All Answers
Summary/Submit	Are you the PI for this proposal?
Super User Actions	OYes
Notifications History	Please enter the reason why PI is not completing these certifications () test

When you have answered all the questions, click save at the bottom of the screen then click close to exit the proposal. You can then close the browser tab to exit Kuali.