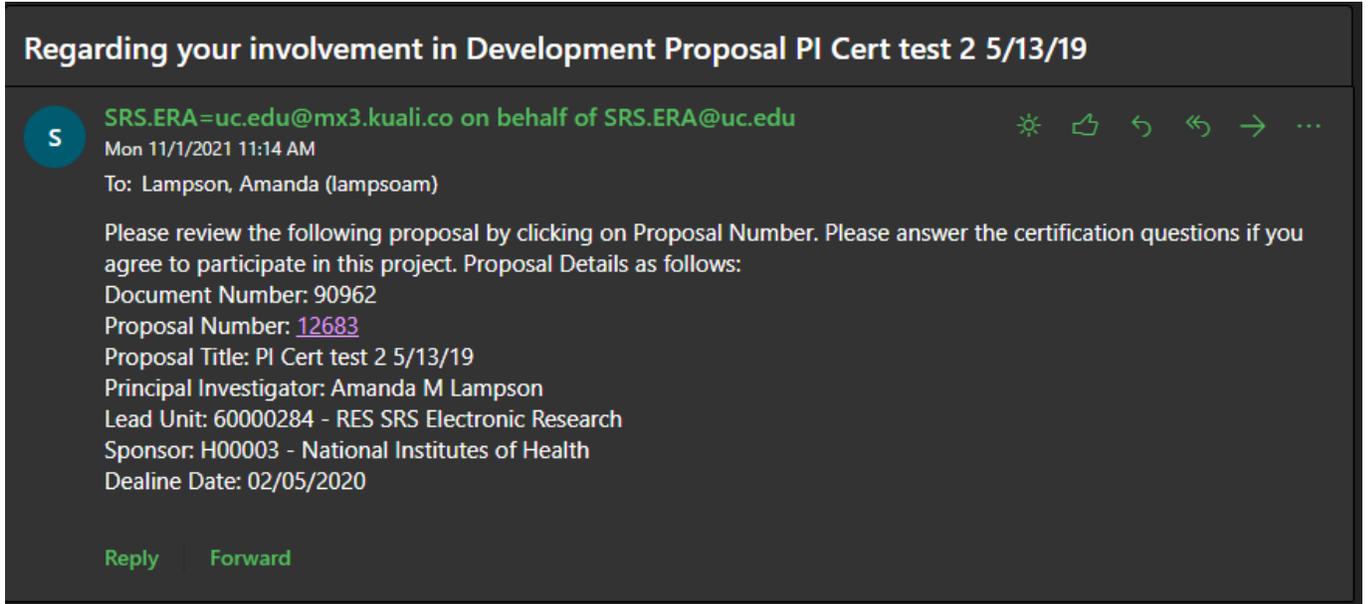


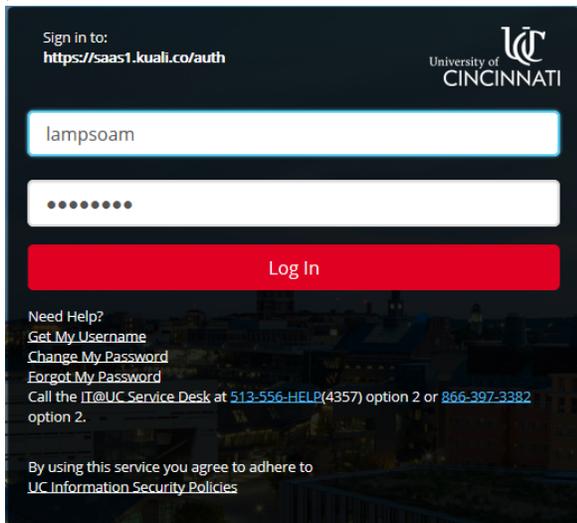
## PI Certification Instructions

Certifying a proposal in Kualu is a simple and intuitive process. If you have any questions, then please email us at [srs.era@uc.edu](mailto:srs.era@uc.edu). We're happy to help!

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



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



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

The screenshot displays the Kualu Research interface. At the top, it shows 'Kualu Research' and 'Proposal Development' for 'Proposal: #12683' with PI: Amanda M Lampson. A notification bar indicates 'Document was successfully saved.' The left sidebar contains navigation options: Basics, Key Personnel (selected), Personnel, Credit Allocation, Questionnaire, Compliance, Attachments, Budget, Access, Supplemental Information, Summary/Submit, Super User Actions, and Notifications History. The main content area is titled 'Key Personnel' and includes a search bar and an 'Add Personnel' button. Below this, a dropdown menu shows 'Amanda M Lampson (PI/Contact) (Certification Incomplete)' with tabs for Details, Organization, Extended Details, Degrees, Unit Details, Person Training Details, and PI Certify. The 'PI Certify' section contains the following text and controls:

**PI Certify**  
You have the option to remove Certification Questions for a PI/Contact.  
[Remove Certification Questions](#)  
[Clear All Answers](#)  
Are you the PI for this proposal? ⓘ  
 Yes  
 No  
Please enter the reason why PI is not completing these certifications ⓘ

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 Kualu.