## **Approve PI/Co-PI Certifications**

Investigators will approve and certify proposals via Ancillary Review. To notify of required approvals, an e-mail notification will be sent, the project appears in the PI Dashboard Inbox, and the Submit Ancillary Review activity becomes available in the Funding Proposal Workspace.

## Approvals are required prior to proposal submission.

Access the Funding Proposal:

Option 1: From the system generated email, click on the Funding Proposal link.

То:	Rebecca Simms (pi)			
Link: Pl:	FP00000236 Rebecca Simms (pi)			
Title:	Simms S2S Training Documentation			
Required:	Yes			
Description:	A Funding Proposal has been assigned to you for ancillary review. Click the link above to access submission.			
Comments:	By answering "Yes" to question 2. You are certifying the following language.			
	Note: A copy of the certification language can be found under the Attachments tab. File name: P Certification Attachment. The attachment contains links to University and Sponsor Policies.			
	1. All statements and information provided in this proposal are true, complete, and accurate to the			

Option 2: Select the name of the proposal from the Dashboard > My Inbox or My Reviews tab.

My Inbox			
Filter by 🚱 ID	Enter text to search		
ID	Name		
FP00000236	Simms S2S Training Documentation		

Navigate through the Funding Proposal SmartForm, Budget and Attachments as needed to review the Proposal.

Review the language related to the PI Co-PI Certification Ancillary Review: Option 1: Review the comments and documents provided in the email. Option 2: From the Funding Proposal Workspace, click the **Attachments** tab to review the PI\_CoPI Certification Attachment PDF.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials
Name					
Biosketch - Personnel Page.pdf Budget Int to sponsor.xlsx Budget Justification.pdf CS Spreadsheet.xlsx Export Control Sample.pdf					
PI_CoPI Cert	ification Attachment.pdf				

The **Attachments** tab will list all proposal documents. Open the file by clicking on the link.

## **Submit Ancillary Review**

	_				
Draft					
Next Steps					
Edit Funding Proposal					
Printer Version					
Submit Ancillary Review					
Unless you have permission to access the project, upon sub-	mitting your review, you				
1. Select the Review you are submitting:					
Organization Person					
Jenny Siemers Tes	A.				
2. <sup>●</sup> Do you accept this submission? ○ Yes ○ No <u>Clear</u>					
3. * Is the ancillary review complete? Ves No Clear					
4. Comments: 😧					
5 Supporting documents: 0					
+ AM					
Name					
There are no items to display					

- From the Funding Proposal Workspace, select "Submit Ancillary Review" from the activity list.
- 2. A new page will open.
- 3. From this new page, select the Ancillary Review to be submitted.
- Select Yes/No for questions 2 and 3.
- 5. Add Comments and Supporting Documents if applicable.
- 6. Select **OK**, the Ancillary Review is complete.

**NOTE:** Comments and Documents uploaded to the Ancillary Review become a permanent record in the Funding Proposal.