

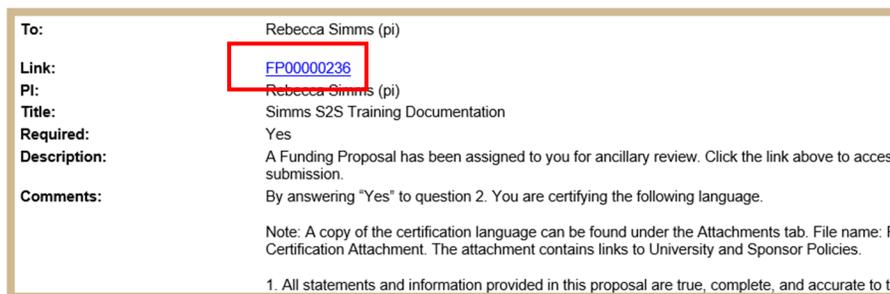
Approve PI/Co-PI Certifications

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.

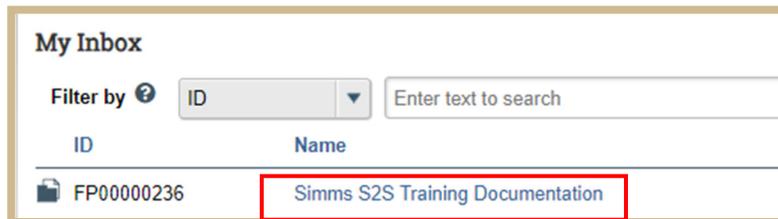
Approvals are required prior to proposal submission.

Access the Funding Proposal:

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



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



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:

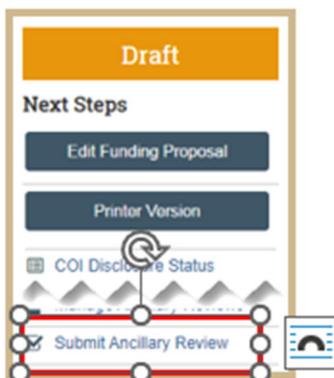
Option 1: Review the comments and documents provided in the email.

Option 2: From the Funding Proposal Workspace, click the **Attachments** tab to review the PI_CoPI Certification Attachment PDF.



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

Submit Ancillary Review



Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will be asked to log in.

1. **Select the Review you are submitting:**

Organization	Person
<input checked="" type="checkbox"/>	Jenny Siemers Test

2. *** Do you accept this submission?** Yes No [Clear](#)

3. *** Is the ancillary review complete?** Yes No [Clear](#)

4. **Comments:**

5. **Supporting documents:**

[+ Add](#)

Name
There are no items to display

1. 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.
4. 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.