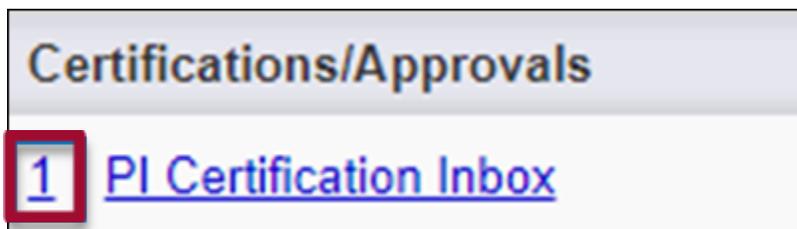# Cayuse SP
PI Certification
Quick Guide

UNC Greensboro

Prepared by the Office of Sponsored Programs
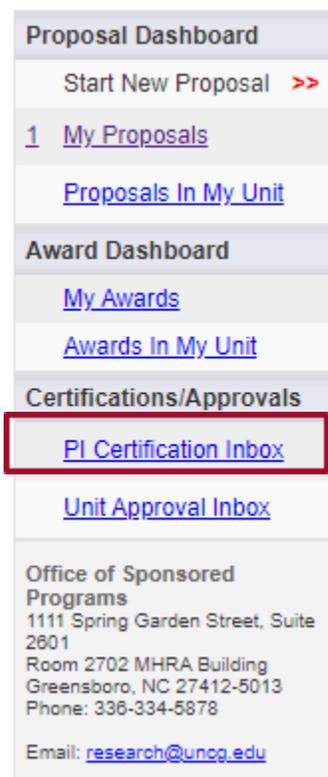Last Revised 6/14/2021

Once an IPF has been submitted through Cayuse SP, the Lead PI, Co-PI, or Co-I is then required to log into Cayuse SP and certify the proposal through the "PI Certification Inbox." Without your certification, OSP will not submit your proposal to the sponsor. If there are multiple PIs on this proposal, each one will receive an email requiring individual certification in the system.

You will know if you have any proposals awaiting certification if you see a number next to the PI Certification Inbox. You will also receive an email generated from the system.

Certifications/Approvals

1 PI Certification Inbox

HOW TO CERTIFY A PROPOSAL

1. In the left-hand menu, click on the PI Certification Inbox.

Proposal Dashboard

Start New Proposal >>

1 My Proposals

Proposals In My Unit

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox

Unit Approval Inbox

Office of Sponsored
Programs
1111 Spring Garden Street, Suite
2601
Room 2702 MHRA Building
Greensboro, NC 27412-5013
Phone: 336-334-5878

Email: research@uncg.edu

2. Beneath the To be Certified tab, click on the proposal number of the proposal you need to certify.

>> PI Certification Inbox

| To be Certified | Previously Reviewed |

Below is a list of proposals that require your certification as Lead or Prii

Date Submitted ▼	Proposal No.	Project Name
6/11/2021	21-0049	SPAD 2019
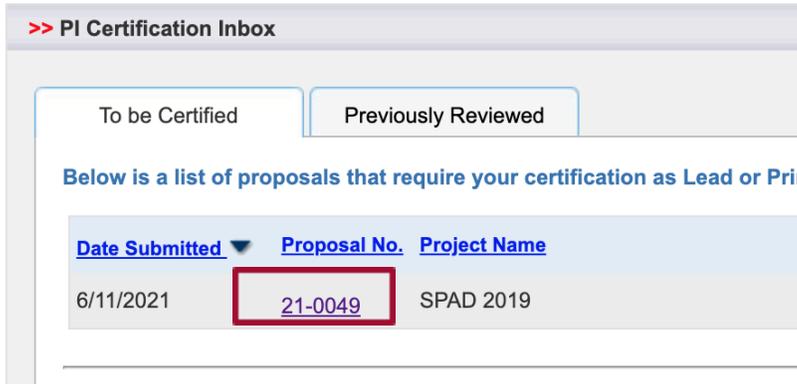
3. Review the proposal by clicking on the PDF icon or proposal number.

Proposal Routing Status

Proposal:	21-0049
Project:	
Lead PI:	**Terri Shelton**
Admin Unit:	Off of Research and Ei
Project Title:	Research Administratic

[View IPF]   [Certify Proposal]
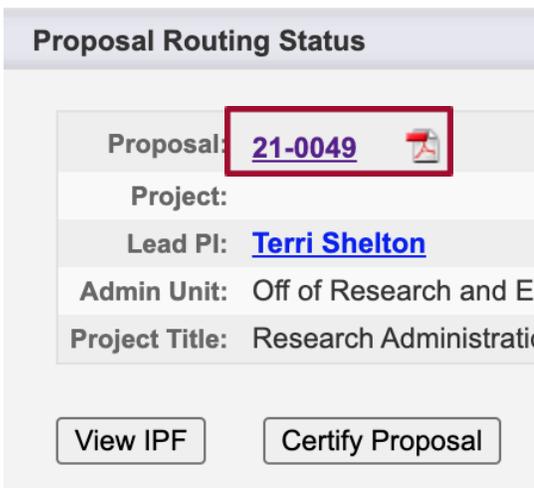
4. After you have reviewed the proposal, click on Certify Proposal beneath the Item List or on the Proposal Routing Status Screen.

Proposal:	**21-0049**
Project:	
Lead PI:	**Terri Shelton**
Admin Unit:	Off of Research and I
Project Title:	Research Administra

[View IPF]   [Certify Proposal]

5. Enter comments you have regarding the proposal. These will be visible to the Research Team, proposal reviewers, and the Central Administrative Offices (OSP, ORI, ORE, CGA, etc).
6. Click Submit Certification to acknowledge the certification statement.