Proposals

A-7. Entering required data on the Proposal Certifications page

The Proposal Certification page provides a central data storage location for all relevant proposal-specific certifications/assurances. Multiple certifications can be entered for each proposal project.

**“Certification Info” Tab**

1. Certification Codes - enter certifications associated with the proposal (see list on next page of this document).

2. Dates:
   - Certification Date – enter current date in mm/dd/yyyy format
   - Approval Date - When proposal specific assurance is issued, enter the assurance number and the actual certification date on the IRB or the IACUC approval (e.g. HS06-123)
   - Expiration Date (new in v8.9) – enter the End Date of the proposal unless you have a real Expiration Date (as with Human Subjects).

3. Indicator, choose one from the drop-down list:
   - Yes if certification has been approved. Fill in the Approval Date and Assurance Number.
   - Pending if certification is pending approval. Do not fill in the other fields.

4. Certified By – leave blank (this may be completed by the Research Office).

5. Assurance Number – fill in when certification has been approved

6. Exemption Number – leave blank

7. Click the button to add more Certifications

8. Click the Save button
Equipment Certifications

![Certification Page]

**IMPORTANT** - When equipment is budgeted, the proposal approval webform will **require** the selection of two rows: EQUIP and RENOV in the Certification page in order to execute and complete the approval routing.

- **EQUIP** – use the Indicator of **YES**
- **RENOV** –
  - **YES Indicator** specifies that the renovation WILL be required to accommodate the equipment purchase.
  - **NO Indicator** specifies that no renovations will be required.
- This certification covers ALL equipment in the budget.

The following are the available certifications depending on the type of proposal. These are the required certifications, if applicable, for the proposal.

<table>
<thead>
<tr>
<th>Certification Code</th>
<th>Short Description</th>
<th>Description</th>
<th>Required if Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMA</td>
<td>Animal</td>
<td>Vertebrate Animals</td>
<td>yes</td>
</tr>
<tr>
<td>BGINV</td>
<td>Beg Invest</td>
<td>Beginning Investigator</td>
<td>yes</td>
</tr>
<tr>
<td>BIOAG</td>
<td>Bio Agents</td>
<td>Biological Agents</td>
<td>yes</td>
</tr>
<tr>
<td>DNA</td>
<td>Recomb DNA</td>
<td>Recombinant DNA</td>
<td>yes</td>
</tr>
<tr>
<td>ENVCC</td>
<td>Environmnt</td>
<td>Environmental Compliance Cert.</td>
<td>yes</td>
</tr>
<tr>
<td>HUMAN</td>
<td>Human Subj</td>
<td>Human Subjects</td>
<td>yes</td>
</tr>
<tr>
<td>RADTN</td>
<td>Radiation</td>
<td>Radiation Safety</td>
<td>yes</td>
</tr>
<tr>
<td>RENOV***</td>
<td>Renovation</td>
<td>Facilities Renovation</td>
<td>yes or no</td>
</tr>
<tr>
<td>SMGER</td>
<td>Small Grnt</td>
<td>Small Grant Exploratory Resrch</td>
<td>yes</td>
</tr>
</tbody>
</table>
The PI will be responsible for obtaining approval to use the following certifications from the offices listed below. These certifications require written signed approvals.

**Environmental Health & Safety**
- Radio-Radioisotopes
- DNA-Recombinant DNA, infectious agents, or biologics
- Hazardous Material (Hazardous chemicals)

**Institutional Animal Care & Use Committee (IACUC)**
- Animal (Animals or animal tissues)

**Human Subject Review Board (HSRB)**
- Human (Human Subjects)

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**“Review and Status” Tab**

This information is tracked by the Research Office:

1. **Full Review** and **Expedited Review** - apply only to Animal Care and Human Subjects.

Comments may be entered by either the Research Office or departments:

2. **Add Comments Icon** – Click to add additional information or comments.

3. Click the **Save** button if you have entered anything on this tab