Proposals

A-7. Entering required data on the Proposal Certifications page (v8.9)

The Proposal Certification page provides a central data storage location for all relevant proposal-specific certifications. Multiple certifications can be entered for each proposal project. IMPORTANT: The requirement for assurances has not changed. These instructions are for how this information is recorded in UD Financials.

New in v8.9:
- Certifications is now the 5th tab
- Expiration Date field added
- Any proposal with Equipment in the budget has a new certification procedure

“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 - no longer defaults to the current 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 OVPR).
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
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. These are the same certifications required on the old “Blue Sheet.”

<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 Gmt</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. Reminder: These certifications STILL require written signed approvals.

**Occupational Health & Safety (Robin Elliott)**
- 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 OVPR:

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

Comments may be entered by either OVPR 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