

## 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.

This proposal has two projects, remember to enter **Certifications** for all projects.

Certification Code	Certification Date	Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number
EQUIP	03/20/2012	Yes		03/20/2012	03/19/2015		
RENOV	03/20/2012	No		03/20/2012	03/19/2015		

### “Certification Info” Tab

- Certification Codes** - enter certifications associated with the proposal (see list on next page of this document).
- 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).
- 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.
- Certified By** – *leave blank* (this may be completed by the Research Office).
- Assurance Number** – fill in when certification has been approved
- Exemption Number** – *leave blank*
- Click the **+** button to add more **Certifications**
- Click the **Save** button

### Equipment Certifications

Proposal ID: 12A01206      Version ID: V101  
Description: DOE TEST 2 PROPOSAL      Currency: USD

Project ID: 00000000014561      Title: DOE PHASE II TESTING BLACK

Certification Code	Certification Date	Indicator	Certified By	Approval Date	Expiration Dt	Assurance Number	Exemption Number
EQUIP	03/20/2012	Yes		03/20/2012	03/19/2015		
RENOV	03/20/2012	No		03/20/2012	03/19/2015		

Go To: Location    Protocols    Component    Setup Level    Keywords    Gender & Minority Study    Trainee    Att

Save    Return to Search    Notify    Refresh    Add    Update

**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.

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

Certification Code	Short Description	Description	Required if Applicable
ANIMA	Animal	Vertebrate Animals	yes
BGINV	Beg Invest	Beginning Investigator	yes
BIOAG	Bio Agents	Biological Agents	yes
DNA	Recomb DNA	Recombinant DNA	yes
ENVCC	Environmnt	Environmental Compliance Cert.	yes
HUMAN	Human Subj	Human Subjects	yes
RADTN	Radiation	Radiation Safety	yes
RENOV***	Renovation	Facilities Renovation	yes or no
SMGER	Small Grnt	Small Grant Exploratory Resrch	yes

## A-7 Maintain Proposal / Certifications

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

The screenshot displays the 'Certifications' tab in the PeopleSoft system. At the top, there are navigation tabs: Proposal, Projects, Budgets, Resources, Certifications (selected), Reports, and Attachments. Below this, proposal details are shown: Proposal ID: 12A01206, Version ID: V101, Description: DOE TEST 2 PROPOSAL, and Currency: USD. A 'Project' section shows Project ID: 00000000014561 and Title: DOE PHASE II TESTING BLACK. The main area is the 'Certification' table, which has a sub-tab 'Review and Status' circled in red. The table has columns for 'Certification Code', 'Full Review', 'Expedited Review', 'Changed Since Prev Submission', 'Previously Reported', and 'Comment'. The 'Full Review' and 'Expedited Review' columns contain checkboxes, with a green circle '1' pointing to them. The 'Comment' column contains a speech bubble icon, with a red circle '2' around it. Below the table, there are 'Go To' links for Location, Protocols, Component, Setup Level, Keywords, Gender & Minority Study, Trainee, and Attribute. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update. A green circle '3' is placed next to the Save button.

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