**PI Certification of a Funding Proposal – Quick Guide**

1. Click the Link within the automatic email notification to navigate to the Funding Proposal.
2. Review the Funding Proposal, Budget and SF424 (if applicable). See the Navigation Quick Guide for additional tips on reviewing all proposal components.
3. When your review is complete, click the Certify link in the left navigation pane.
4. A new window will open with the Certification language, a place for comments and a place for attachments. Complete each field as necessary and click Ok.
5. Your PI Certification is complete. The Proposal Information will change from *Certified – No* to *Certified – Yes*.

**See pages 2 for PI approval by Ancillary Review.**

**The PI Certification detailed Reference Guide lives [here](#).**

*Note: For Multiple PI proposals, the PI Certification process applies only to the contact PI. Additional UVA personnel with the PI role on a proposal must certify the proposal using the Ancillary Review process.*

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**PI Certification** is the process in which the PI of the proposal reviews and approves the proposal submission and certifies it meets institutional and sponsor requirements and is ready for submission.
PI Certification by Ancillary Review

1. Click the Link within the automatic email notification.

2. On the left navigation pane of the proposal, award or agreement Workspace, find the Submit Ancillary Review hyperlink. Depending on your access level it may appear at the top or towards the middle of the Activities. Click the hyperlink. The Submit Ancillary Review window will open.

3. Click your name or Organization in Question 1.


Note: these documents will only show up under the History tab.

5. Click OK. Your Ancillary Review is complete.

Note: Investigators will be asked to complete Ancillary Review for proposals in which they are named as Multiple PI and for non-funded agreements and clinical trials. Non-funded agreements and clinical trials do not have automatic routing or a PI Certification process.