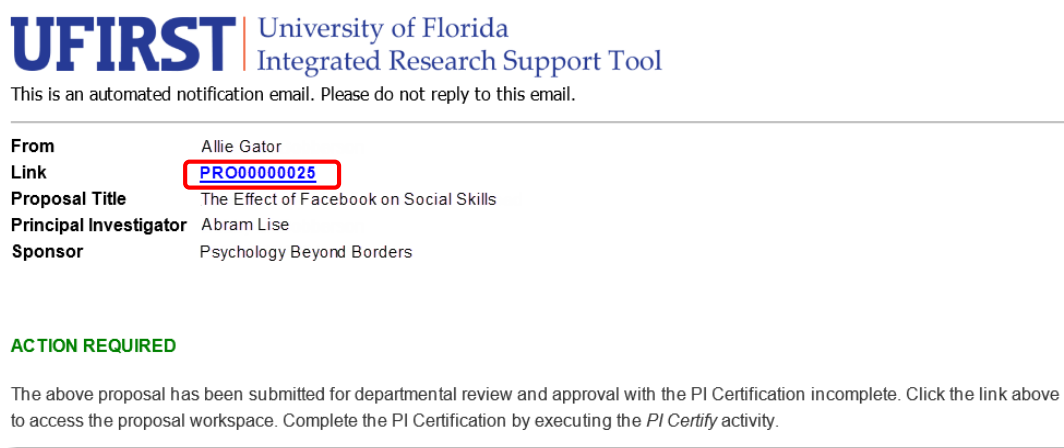


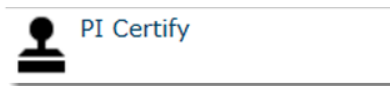
## I'm the PI. How Do I Certify/Sign My Proposal?

A PI can certify a proposal at any time after the proposal has been saved. You will be sent an email notification to remind you when your support staff initiates internal UF approvals.

1. Click the link provided in the email notification.



2. The summary page is the page you land on from the email notification. When ready, click the **PI Certify** activity located on the left side of the summary page. Note: Use the tabs at the top if you wish to review the budget summary, cost share summary, or attachments. If you wish to look at any other details use the View or Edit Proposal button on the upper left portion of the workspace.



3. Review the certification statement. If you agree that these statements will be accurate at the time of submission click the check box next to "I agree with the above statements."

4. Click the **OK** button.

As the PI, the proposal will stay in your My Inbox until it is submitted to the Sponsor. You can click the Name link at any time to track its status.

**Contact Information:**

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