Certifying a Proposal

Introduction
All proposals created in Kuali Coeus contain certification questions that must be answered before the proposal can be successfully routed and submitted to the Department of Contracts and Grants.

These questions must be answered by all Principal Investigators (PI) and Co-Principal Investigators (Co-PI). Kuali Coeus will automatically route the proposal to all PI’s and Co-PI’s for certification capture.

When Do I Certify My Proposal?
Principal Investigators

Did the PI Initiate the Proposal in Kuali Coeus?

- If Yes, Key Personnel Tab > PI Name > Proposal Person Certification Subpanel (when completing the proposal)

- If No, PIs will answer these certification questions at the time that they approve the proposal once it’s been submitted into routing.
Co-Principal Investigators

CO-PIs will answer the certification questions at the time that they approve the proposal. Once the proposal has been submitted into routing, if there are any CO-PI's on the project, the proposal will automatically be routed to them in order to certify.

What Do the Certification Questions Look Like?

![Certification Questions](image_url)