RAMP - Research Administration Management Portal

Funding Proposal - PI Certification

PI Certification is required on all funding proposal records.

When a proposal is moved from DRAFT to DEPARTMENT REVIEW status in RAMP, an email is sent automatically to the PI on the record with a notification that PI certification is required.

A proposal will not be able to advance to the Office of Research and Sponsored Programs (RSP) for review and submission until the PI Certification is Complete.
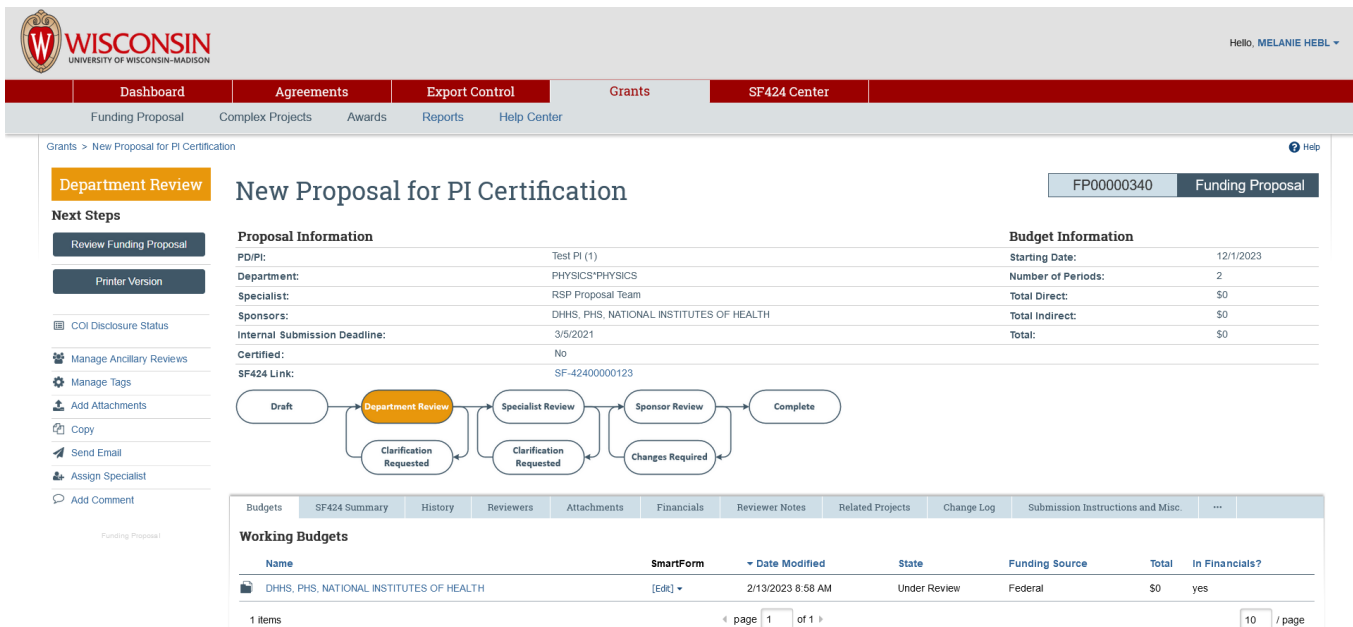
PI Certification Process

Step 1: Navigate to the RAMP Funding Proposal record. Open the RAMP email notification and follow the link from the email notification to navigate to the Funding Proposal Workspace
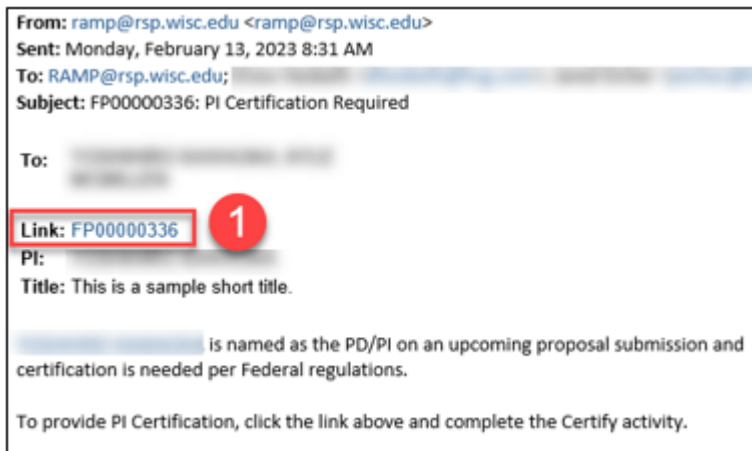
Step 2: Review the Funding Proposal record. A complete Funding Proposal record includes the Funding Proposal, the Budget(s), and the SF424 (if applicable).

Step 3: Select the Certify Activity. After reviewing the Funding Proposal record, select the Certify activity (link) on the Funding Proposal Workspace.

Step 4: Review and Verify Certification Language. The Certify window opens containing the UW-Madison PI Certification language. Review the language, leave comments (optional) if needed and select OK to complete the certification.

Step 5: Certification Complete. Your certification is now complete. The Proposal Information will change from Certified: No to Certified: Yes.

Business Process Notes

The Certify activity/link is only available to the Contact PI listed on a Funding Proposal. Additional Principal Investigators on multiple PI applications will certify via Ancillary Review. For more information on Multi-PI Certification, see the Multi-PI Job Aid.

PI signature can be sought prior to the automated email by using the RAMP "send email" activity to initiate the request.