



# RAMP - Research Administration Management Portal

## Funding Proposal - PI Certification

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PI Certification is required on all funding proposal records.

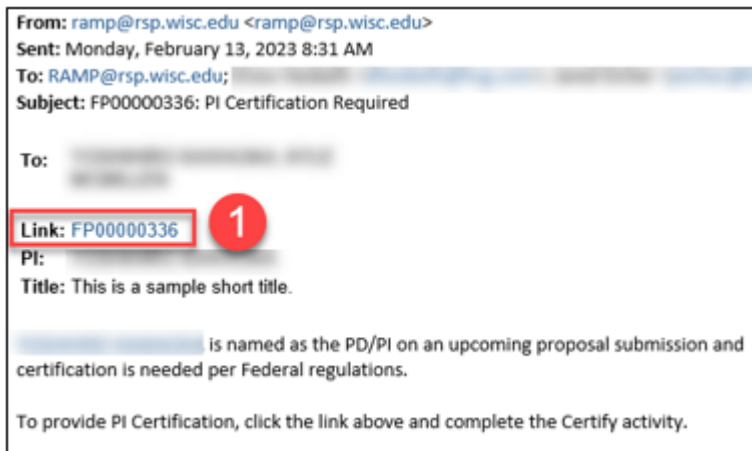
When a proposal is moved from DRAFT to DEPARTMENT REVIEW status in RAMP, an email is sent automatically to the PI on the record with a notification that PI certification is required.

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

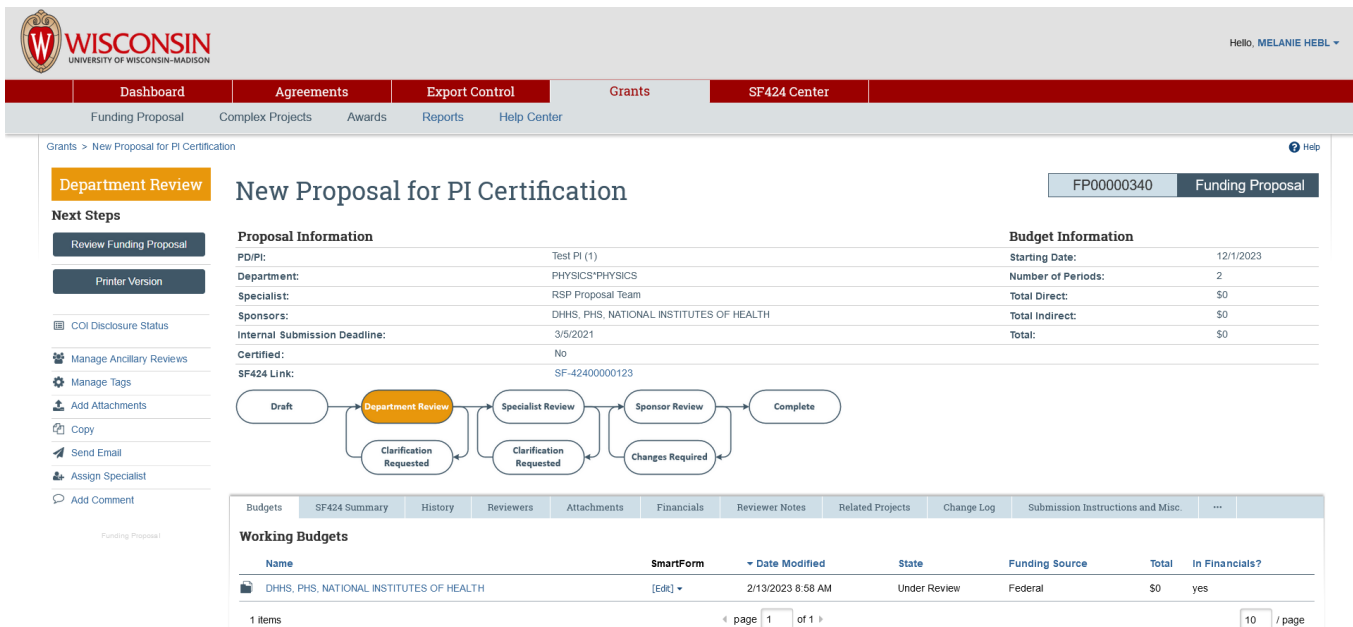
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**Step 1: Navigate to the RAMP Funding Proposal record.** Open the RAMP email notification and follow the link from the email notification to navigate to the Funding Proposal Workspace



**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.

**Certify 4**

**Principal Investigator Signature for Proposal**

I certify that I am a Principal Investigator on the above referenced proposal and understand that by clicking on the "OK" button below, I agree to this text.

I certify that I have identified all space, personnel, equipment and budgetary needs associated with the proposal, and that the proposal and this form are accurate and complete in all regards, including technical matters, adherence to the sponsor's guidelines, budget and required clearances.

I certify (1) that all the information submitted within the application is true, complete and accurate to the best of the PI's knowledge, (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties, and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grants is awarded as a result of the application.

1. **Comments:**

2. **Attachments:**

+ Add

Name

There are no items to display

4 OK Cancel

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

**Departmental Review** **New Proposal for PI Certification**

**Next Steps**

- View Funding Proposal 2
- Print Review
- COI Disclosure Status
- Certify 3**
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Clear
- Send Email
- Manage Access
- Add Comments

**Proposal Information**

POPI: [Redacted] (See PI (1))

Department: PHYSICS/PHYSICS

Specialist: RSP Proposal Team

Sponsor: DHSQ, FHS, NATIONAL INSTITUTES OF HEALTH

Internal Submission Deadline: 3/3/2021

Certified: No 5

EF454 Link: SP-476000000

**Workflow:** Draft → Department Review → Specialist Review → Sponsor Review → Complete

**Working Budgets**

Name	SmartForm	Date Modified
DHSQ, FHS, NATIONAL INSTITUTES OF HEALTH 2	SP-476000000	3/13/2023 8:58 AM

## 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.