

## PI CERTIFICATION INSTRUCTIONS

All members listed on the Research Team of a proposal package must certify the proposal information on the electronic IPF (proposal) Form in Cayuse SP.

1. Complete the PI Certification by logging in to [The Cayuse Research Suite](#) using your ACCESS ID & password. Cayuse can be accessed from any location that has internet access. All browsers are supported.
2. Select Cayuse SP from the Research Administration Modules

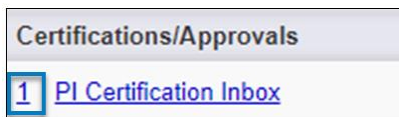
### Cayuse Research Suite

3.9.1

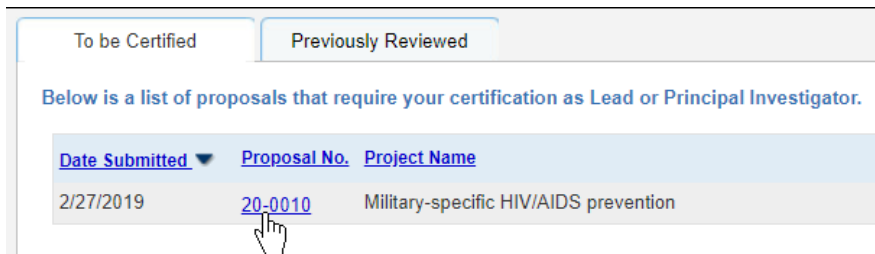
#### Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

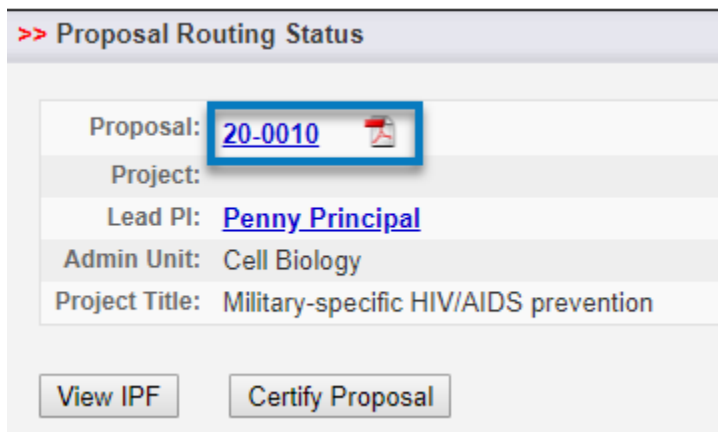
3. Select PI Certification Inbox from the navigation pane on the left of the screen:




4. On the To be Certified tab, select the proposal number needing certification.




5. Review the proposal by selecting the proposal number or the PDF icon.



6. When review is completed, select Certify Proposal.

Proposal:	<a href="#">20-0010</a> 
Project:	
Lead PI:	<a href="#">Penny Principal</a>
Admin Unit:	Cell Biology
Project Title:	Military-specific HIV/AIDS prevention



7. Enter comments, if applicable.

8. Select Submit Certification.