How a PI/Co-PI certifies the Cayuse SP proposal

Note: The "proposal" in Cayuse SP is formally referred to as the IPF or Internal Processing Form.

The PI (indicated as the **Lead Principal Investigator** in Cayuse SP) and all Co-PIs (indicated as **Principal Investigators** in Cayuse SP) must certify the IPF.

Personnel added as Investigators do not certify the IPF.

It is good practice to have the PI and all Co-PIs **certify the IPF immediately after it is routed** for approvals so that this step is not overlooked.

Please ensure all who must certify are asked to do so. As certifications are a campus requirement, an IPF that is missing any will be returned for correction, delaying the review process.

How to certify:

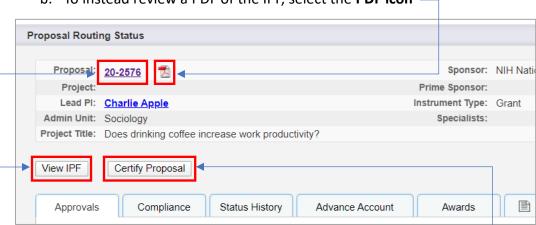
- 1. Access the Cayuse Research Suite (https://ucdavis.cayuse424.com/)
- 2. Select Cayuse SP.
- 3. In the left column, select PI Certification Inbox.



4. Select the appropriate Proposal Number.



- 5. To review the IPF before certifying, select one of these three options:
 - a. To go through the IPF section-by-section, click on:
 - i. The **Proposal Number link**, or
 - ii. The View IPF button
 - Both options lead to the same place.
 - b. To instead review a PDF of the IPF, select the **PDF icon**



- 6. When ready to certify, you can select the **Certify Proposal** button This will take you directly to step 8 below.
- 7. If you chose to review the IPF section-bysection using the **Item List:**
 - When ready to certify, click the Certify Proposal button below the Item List.



8. Read the onscreen text, enter any comments or additional information you have regarding the proposal, and then select **Submit Certification**.

>> Proposal Certification
In my role as an investigator, I understand and certify that:
 The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigators personally to criminal, civil or administrative penalties.
 I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
 I will comply with all relevant state and federal regulations, University policies and contractual obligations, in administering the resultant award, including those found in <u>The Contract and Grant Manual</u>.
 I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
 If this is an NIH application, I will comply with the NIH Policy on Public Access.
 I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.
 I attest that all known foreign affiliations and outside activities have been disclosed in the proposal/application as required by the sponsoring agency, and that those activities have been disclosed to the COIC/COI offices as applicable.
 If this proposal/project is requesting federal funding, then I attest that because 2 CFR Section 200 prohibits the use of federal funds in procuring prohibited telecommunications or surveillance equipment or certain services as described in the National Defense Authorization Act (NDAA) Section 889 (see: https://research.ucdavis.edu/proposals-grants-contracts/spo/research-agreement-compliance/), I will ensure no such prohibited equipment or services will be used in performance of this project. Further, as Principal Investigator of the project, I understand that I am responsible for ensuring that all personnel assigned to this project are fully informed of their obligation to comply with the above restrictions of neither purchasing, nor using any such equipment in performance of this project. I certify that there will not be any Russian entities contracted/paid under this proposed project.
By Selecting the "Submit Certification" button, you are attesting that you have read and agree to all the statements above.
Please enter any comments or additional information you might have regarding this proposal.
Submit Certification Cancel