

## 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**.

The screenshot shows a navigation menu with the following sections and links:

- Proposal Dashboard**
  - [Start New Proposal](#)
  - [11 My Proposals](#)
  - [Proposals In My Unit](#)
  - [Advance Account Inbox](#)
- Award Dashboard**
  - [My Awards](#)
  - [Awards In My Unit](#)
- Certifications/Approvals**
  - 6** [PI Certification Inbox](#) (highlighted with a red box)
  - [1 Unit Approval Inbox](#)

4. Select the appropriate **Proposal Number**.

The screenshot shows a table of proposals requiring certification. The table has columns for Date Submitted, Proposal No., Project Name, Sponsor, Deadline, and PDF. The proposal number 20-2576 is highlighted with a red box.

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
3/04/2020	<b>20-2576</b>	03/15/2020 Apple NIH	NIH National Center for Complementary and Integrative Health	03/15/2020	
2/05/2020	<a href="#">20-2542</a>	12/11/2018 Apple NSF	National Science Foundation (NSF)	12/11/2018	
	<a href="#">20-2569</a>	SAMPLE SHORT FORM PROPOSAL	National Science Foundation (NSF)	02/19/2020	
	<a href="#">20-2528</a>	Sample Proposal - Advance Account Request	National Science Foundation (NSF)	01/09/2020	
	<a href="#">20-2530</a>	Change in PI from Smith to Apple A20-1234 for Awards	National Science Foundation (NSF)	01/21/2020	

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**

Proposal Routing Status

Proposal: **20-2576** 

Sponsor: NIH Nati


Project: Prime Sponsor:

Lead PI: [Charlie Apple](#) Instrument Type: Grant

Admin Unit: Sociology Specialists:

Project Title: Does drinking coffee increase work productivity?

**View IPF** **Certify Proposal**

Approvals Compliance Status History Advance Account Awards 

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-by-section using the **Item List**:

- When ready to certify, click the **Certify Proposal** button below the **Item List**.

Item List 21-0109 

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Financial Conflicts of Interest in Research](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subrecipients](#)
- ✓ [Foreign Activity](#)
- ✓ [Special Interest](#)
- ✓ [Additional Questions](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- ✓ [Submission Notes](#)

**View Routing Status**

**Certify Proposal**

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 [The Contract and Grant Manual](#).
- 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