

**Overview:**

Individuals listed as Principal Investigator or Co-Investigator on the Key Persons/Personnel screen are required to complete Certification in Quali Coeus before a proposal may be routed for approval.

To allow Investigators to complete the required Certification for a proposal, you must complete the steps below:

**Procedure:**

**Adding Investigators and Key Personnel**

Create a new proposal by entering the required information on the **General Info** screen and any additional information the Investigators/Key Persons may require for certification [see: KC Minimum Requirements for Routing Quick Reference Card or the KC Hands On Training manual on the [KC Quali Coeus website http://kc.mit.edu/](http://kc.mit.edu/) under the Quick Reference Cards and Training menus].

1. From the left navigation menu, click the **Key Personnel** panel. This will open the **Key Personnel** subpanel, click on the **Personnel** link.

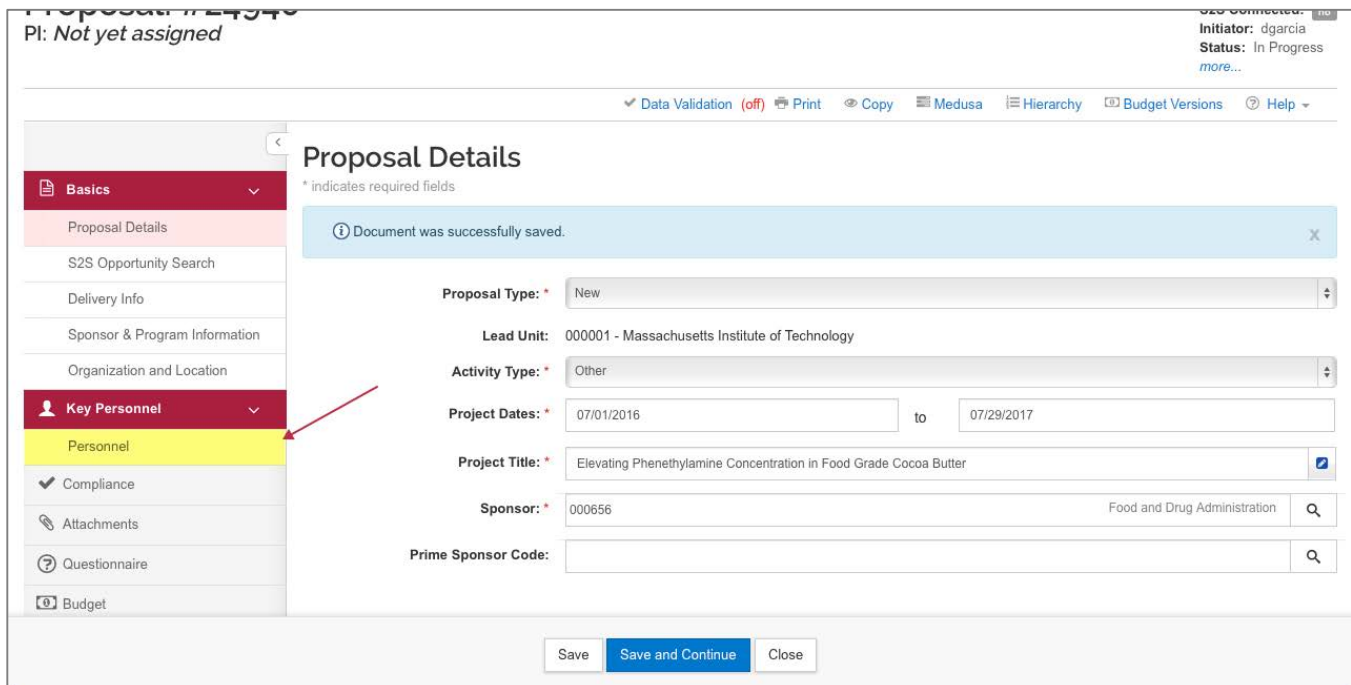


Figure 1 – Key Personnel Subpanel/ Personnel Link

All individuals added as Investigators must have PI Status and meet the following description:

An **‘Investigator’** means the project director, principal investigator, and any other person who is responsible for the design, conduct, or reporting of research or instructional activities.

Use the chart below for general guidance on who should be listed as Investigators/Key Persons

Role	Role	Required Certification
<b>Based on Selections</b>	<b>Based on Sponsor/Opportunity</b>	
PI (Option Chosen)	Project Director	Yes
	Principal Investigator	
No (option Chosen)	Co- Principal Investigator	Yes
	Co- Investigator	
	Investigator	

Table 1 – General Guidance



**Note:** Multi-PI is used for NIH only.

## Adding Investigators and Key Personnel

1. Click the **Key Personnel** subpanel.
2. Click the **Add Personnel** button.

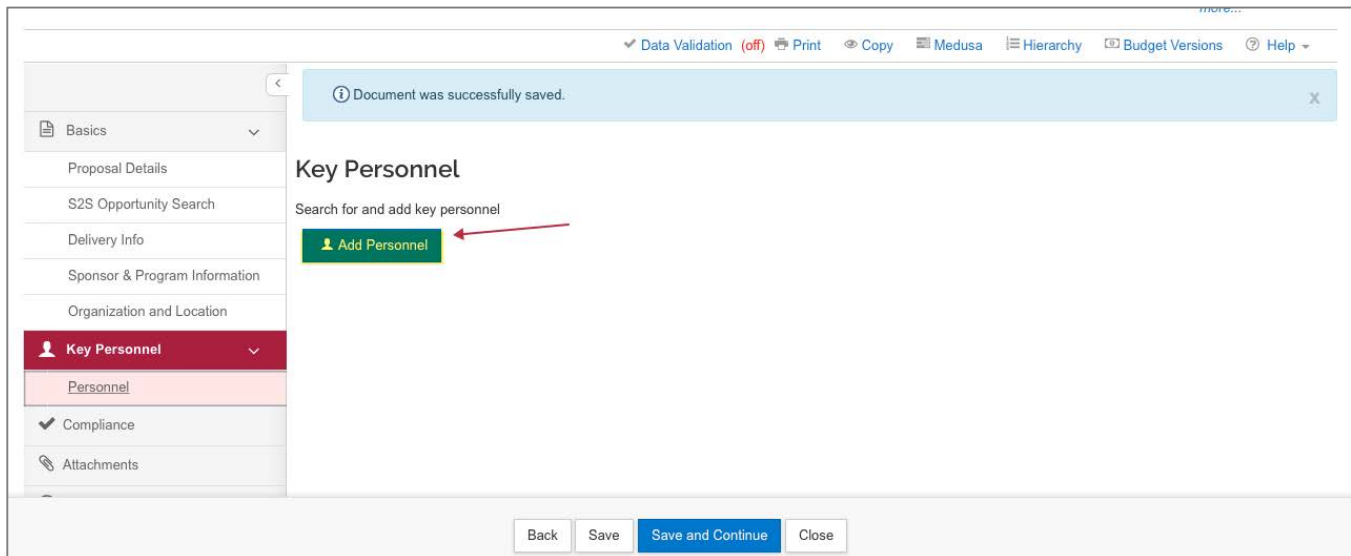


Figure 2 - Add Personnel Button

- The **Add Personnel** screen will display with the list of the available search criteria fields. To add an MIT Employee, enter the Individuals first name, last name, username, or email and click the **Continue...** button.



**Note:** If an Investigator is currently not an employee of MIT, you must sponsor them to get MIT Certificates so they may complete the required Certification and COI. Refer to the MIT Information Services & Technology Sponsor a Guest Account on the Web at [ist.mit.edu/accounts/guest](http://ist.mit.edu/accounts/guest).

A system message will appear indicating the certification requirement and either a different role or an MIT employee guest account may be required:

⚠ This page has 1 messages

- Non-Employee, [redacted] has been added in a role that requires proposal certification. A different role on the proposal or creation of an MIT Employee guest account may be required. Please contact kc-help@mit.edu with any questions.
- Document was successfully saved.

- The **Add Personnel** window will now display the list of employees, Select the individual you want to add, and then click the **Continue...** button.

Only the top 200 results were returned. If you cannot find what you are looking for, please refine the search criteria

Full Name:	User ID:	Email Address:	Unit Number:	Unit Name:	Organization:	City:
<input type="radio"/> Haskell, Andrew	ahaskell	ahaskell@mit.edu	154000	Mathematics	Mathematics	Cambridge
<input type="radio"/> HASKELL, DONNA M	dhaskell924391710		999999	External	External	Cambridge
<input checked="" type="radio"/> Haskell, Edward	haskelle	eddieh@mit.edu	150001	Center for KC Training	Center for KC Training	Cambridge
<input type="radio"/> Haskell, James A.	ja12359	haskell@ll.mit.edu	310000	Lincoln Laboratory	Lincoln Laboratory	Cambridge
<input type="radio"/> Haskell, James A.	jahjr	jhaskell@haystack.mit.edu	401710	Haystack Observatory	Haystack Observatory	Cambridge
<input type="radio"/> Haskell, Melissa	haskellm	haskellm@mit.edu	999999	External	External	Cambridge
<input type="radio"/> Haskell, Peter W.	pe17591	phaskell@ll.mit.edu	310000	Lincoln Laboratory	Lincoln Laboratory	Cambridge

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Continue... Go back Cancel

Figure 3 –Add Personnel Window

- The **Add Personnel** window will now display a list of assigned roles with Principal Investigator selected as default. Select the correct role and click the **Continue...** button.

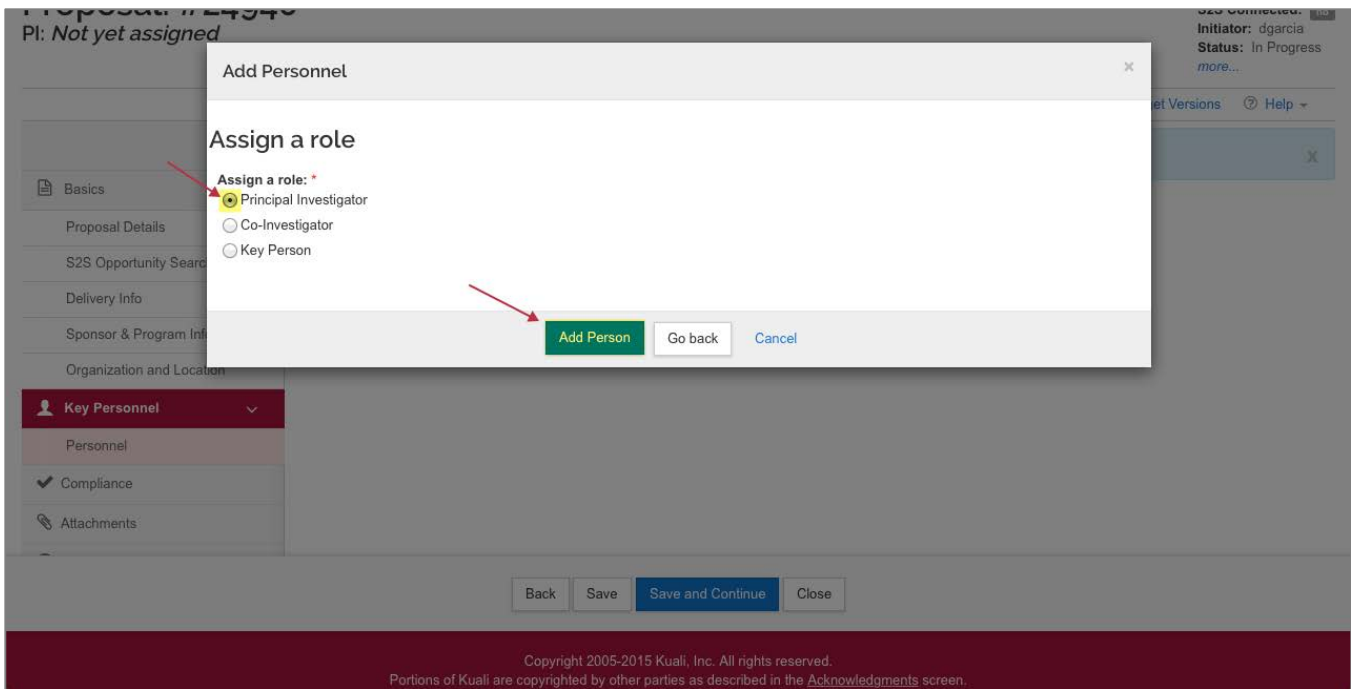


Figure 4 – Assign Role

6. Click the **arrow** next to the Name of the individual that was just added.

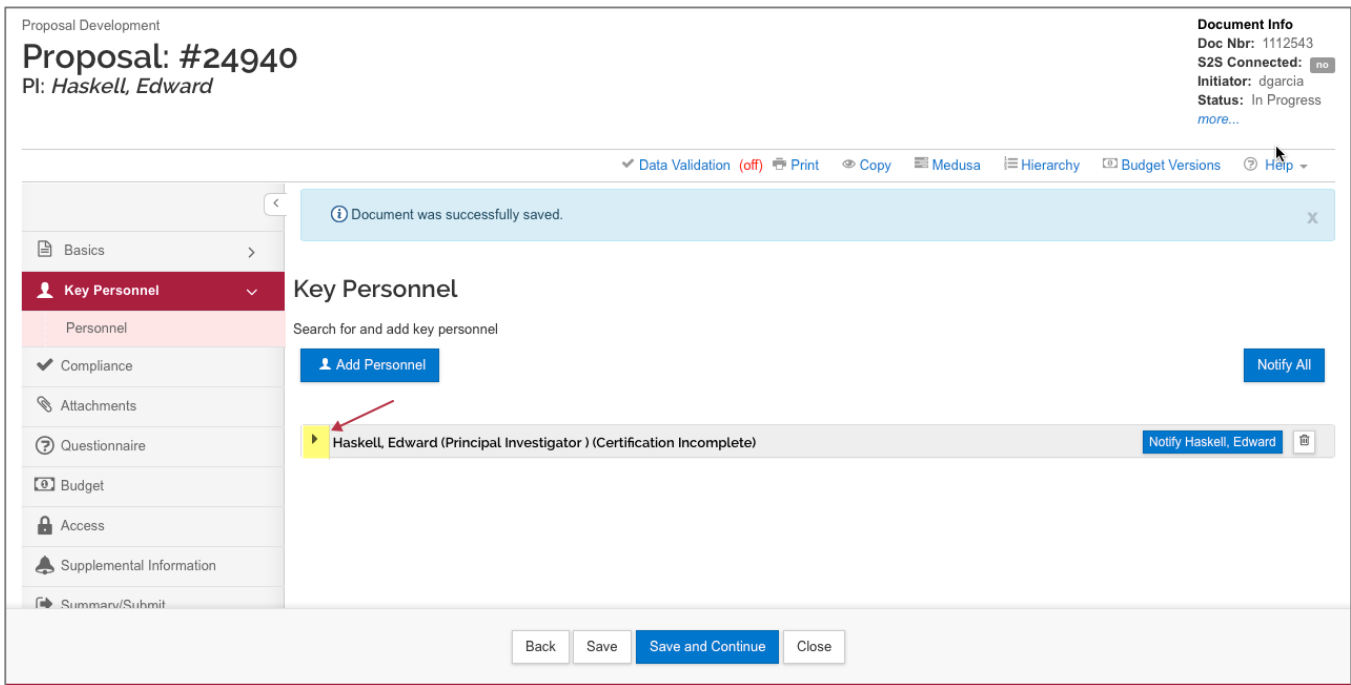


Figure 5 - Key Personnel Screen

The **Details** tab displays the Full Name, User Names, and Proposal Person Role ID.

7. If the proposal should route to an additional unit for approval, click the **Unit Details** tab.

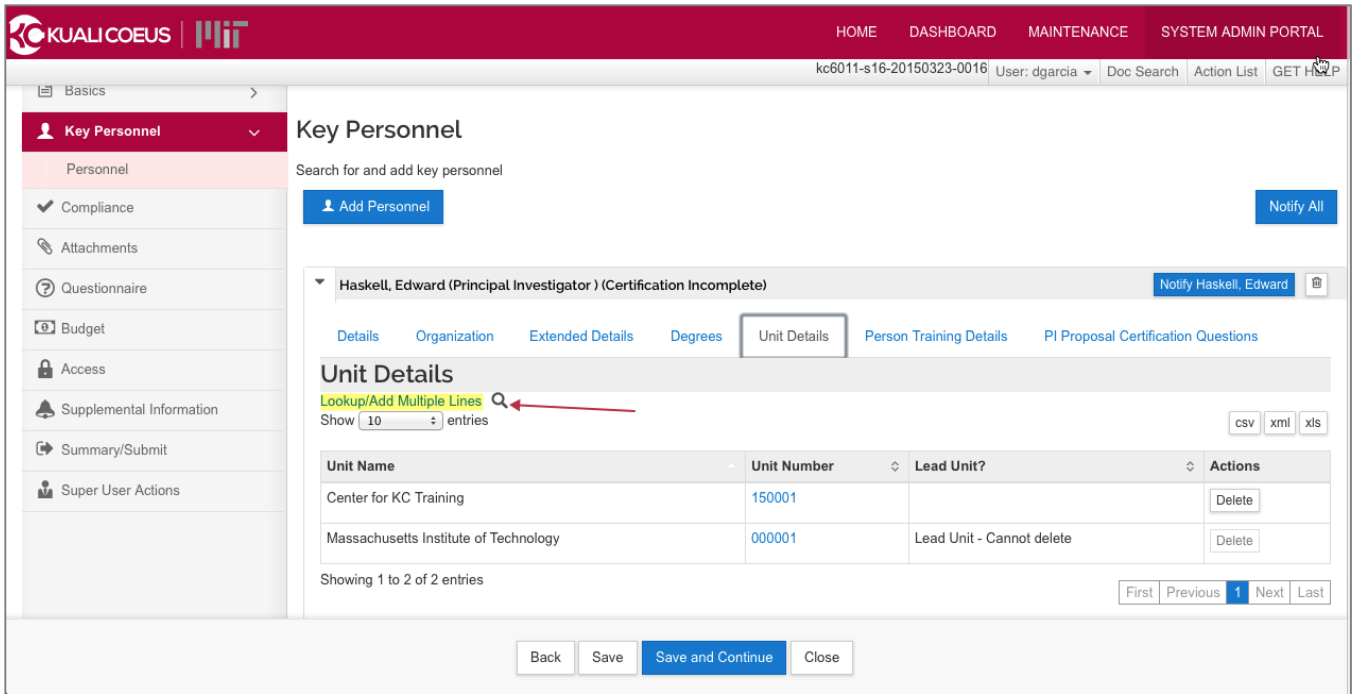


Figure 6 – Unit Details Tab

8. Click on **Lookup/Add Multiple Lines** link.
9. Enter the desired search criteria into the desired fields and click the **Search** button.
10. Select the desired unit you wish to add, and then select the **Return Value** button at the bottom of the screen.

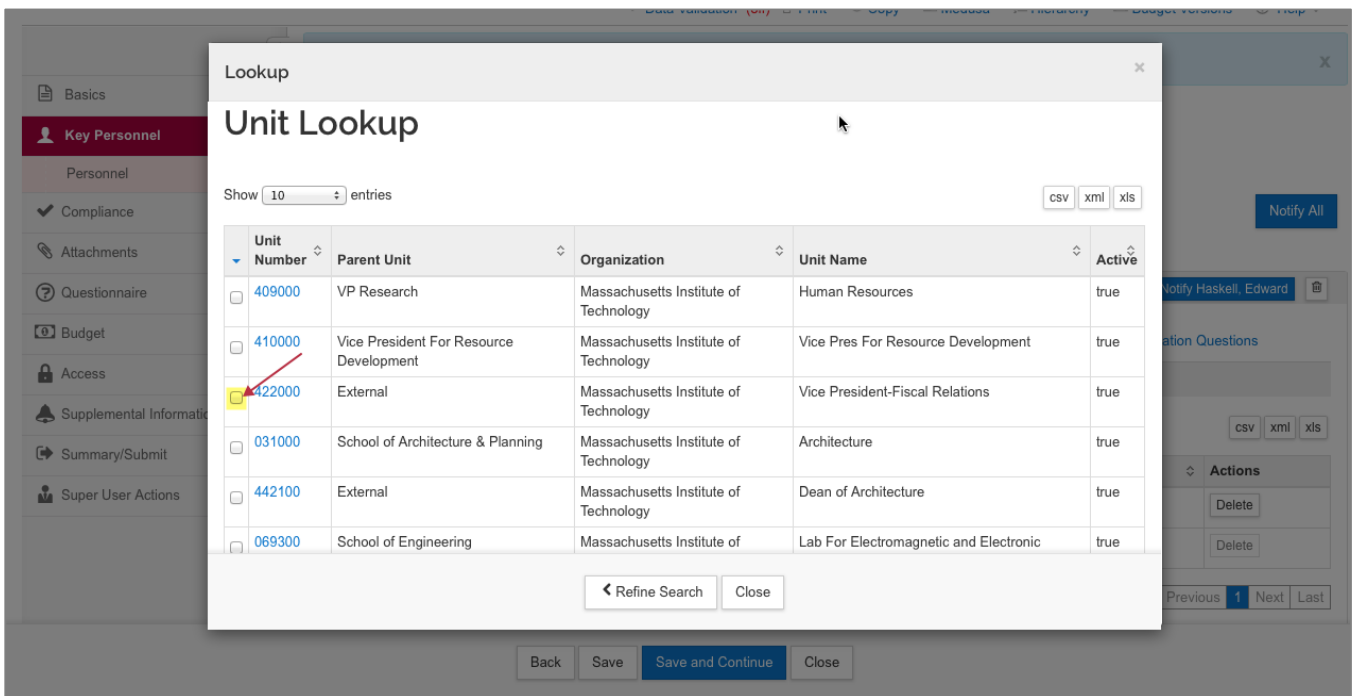


Figure 7 - Unit Lookup

11. Once you have selected your unit, click the **return selected** button.

12. Click the **Details** tab to confirm Units for Routing. If the proposal should route to an additional unit for approval, follow the same steps as above.
13. To remove a Unit from routing, click the **delete** button in the **Actions** column for the given unit.

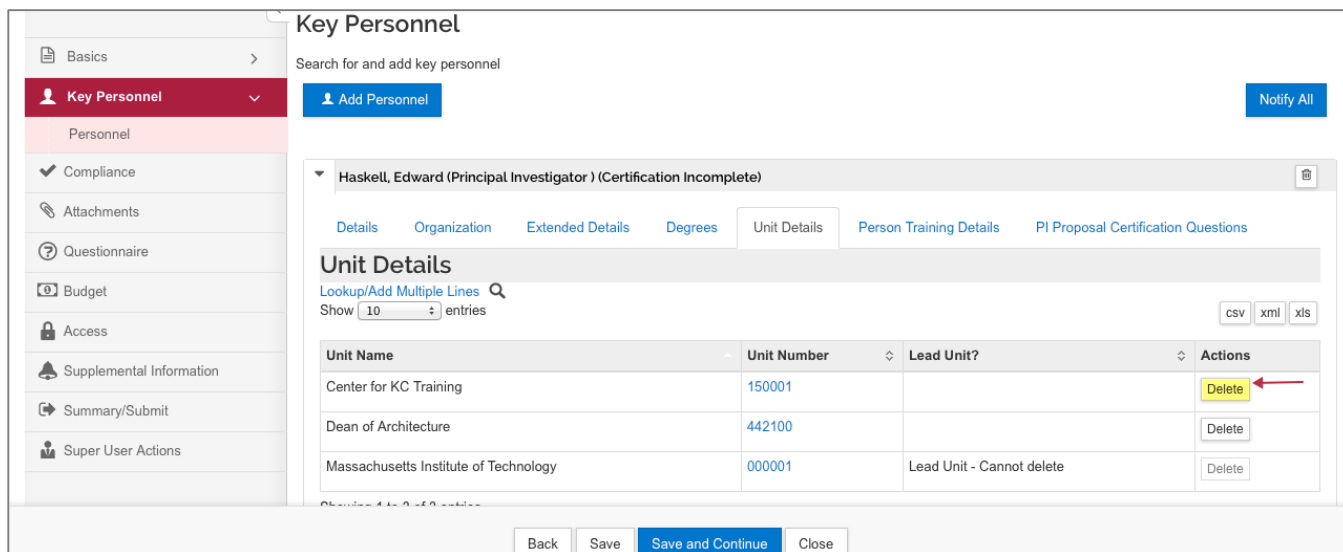


Figure 8 - Unit Details

14. Repeat the previous steps to add other Investigators or Key Personnel.
15. Click the **Save** button.

Required Field Name	Description
<b>Person Name</b>	Click the <b>Add Personnel</b> then search for an MIT employee by entering data into the search criteria fields.
<b>PI</b>	Select the <b>PI</b> radio button if the person is the Project Director/Principal Investigator.
<b>Unit</b>	Affiliated units for each Investigator will be automatically populated in the Unit Details screen. The proposal will route for approval to all units listed for each Investigator. Use <b>Lookup/Add Multiple Lines</b> link or <b>Delete</b> button to modify list of units for routing.

Table 2 – Required Fields

## To send Certification Request/Notify:

1. While in the **Key Personnel** screen, click the **Notify All** button, to send an email notification to Investigators regarding required certification. (You can also click the individual **Notify \_\_\_\_\_** buttons located next to each individual's name.)

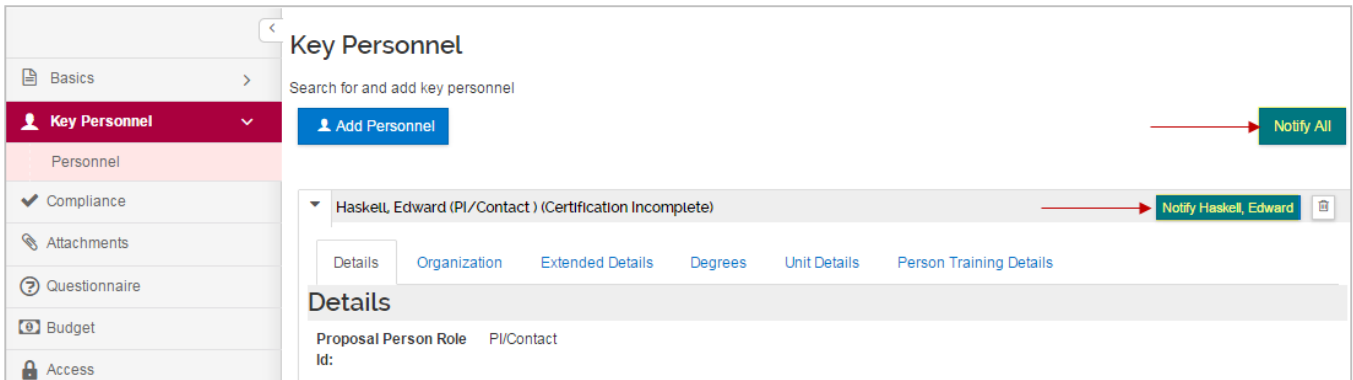


Figure 9 – Notify All or Notify Specific Individual

2. The **Notify All** window will open. Select the individuals to whom you want to send the Certification Notification to, by selecting the appropriate **checkbox** next to the person's name, and then click the **Notify** button.
3. You may repeat the notification process to send repeated reminders to the Investigator(s). You will see a timestamp for the last time each individual was notified via email.



Figure 10 – Notify All Window

**Note:** Investigators selected for notification will receive an email requesting they complete the certification for the proposal. The email contains a direct link to certify the proposal in KC.

## Accessing Your Proposal Disclosure via Email

All Investigators named on a proposal must complete proposal Certification, which includes COI Screening Questions, before the proposal may be submitted into the routing workflow for approval.

2. You will receive an email notification with the Subject **"Please Certify this Proposal."**

The notification is triggered during proposal development in Kuali Coeus by the proposal Aggregator.

3. The email contains basic information such as PI, Lead Unit, Proposal Number, Sponsor, Deadline Date, and Title. It also contains a direct link to **Certify** and view proposal details.
4. Click the **link** to go directly to the **Kuali Coeus Certification** screen.

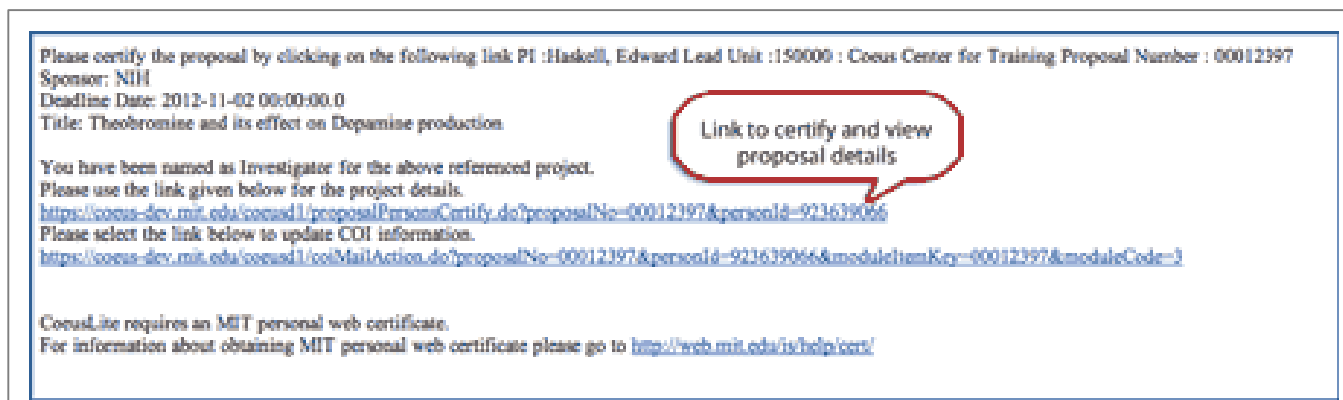



Figure 11 - Searching for Award from Researcher View

Clicking on the link will launch your default web browser and takes you to the Certification page for the specific proposal. You will be authenticated with MIT Certificates. Based on your project role, the following Certification will be presented:

- **PI Proposal Certification Questions** (includes three COI Screening Questions).
- **Co-I Proposal Certification Questions** (includes three COI Screening Questions).
- **Key Person COI Screening Questions** (limited to three COI Screening Questions).

If an Investigator replies 'Yes' to any of those questions, they will be directed to complete a full COI Proposal Disclosure in Coeus Lite, My COI.

 **Note:** All required Certifications **must** be complete prior to submitting the proposal for approval.



## Monitoring Completion of Investigator/ Key Person Certification

1. Return to the **Key Personnel** screen to monitor progress, and send repeated notifications if necessary.

A **Certification Incomplete** message next to the person's name indicates the Investigator/Key Person has not completed the Certification.

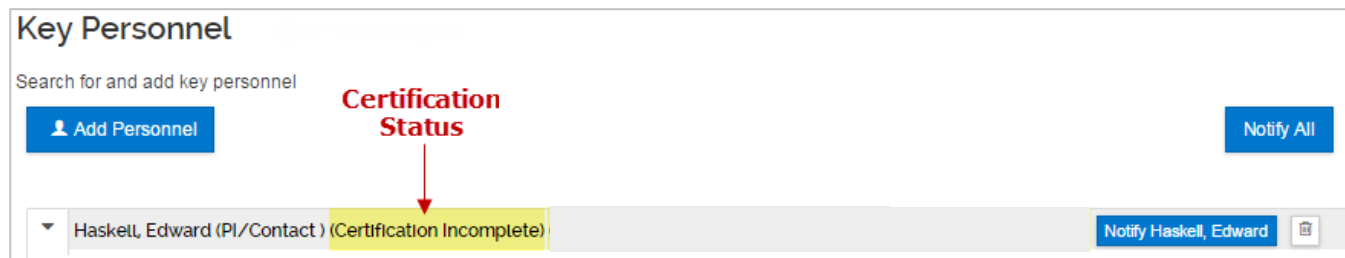


Figure 12 – Certification Incomplete

A **Certification Complete** message next to the person's name indicates the Investigator/Key Person has completed the Certification.

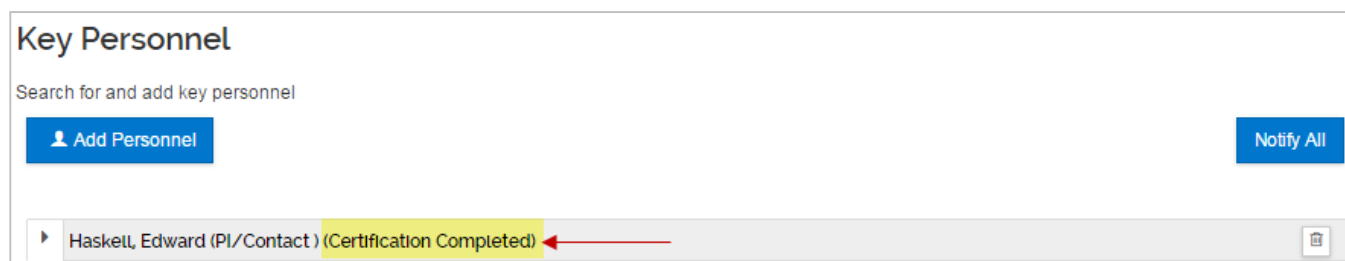


Figure 13 – Certification Complete

Based on answers to the certification questions, Investigators and Key Persons may be directed to complete a required full COI disclosure in Coeus. If a disclosure is required, it must be complete prior to submitting proposal for approval. Return to **Key Personnel** screen to monitor progress.

Once all Investigators have completed the required Certification, and Investigators whose responses to Certification Questions indicate a potential conflict of interest have completed Proposal COI Disclosure, you will be notified via email. You may then submit your completed proposal to route for approval.

COI Disclosure Status	Description
<b>Not Disclosed</b>	Person has not completed or submitted a Proposal COI.
<b>In-Progress</b>	Investigator has started a Proposal Disclosure but has not completed or submitted it for review. Proposal may not route for approval until disclosure has been submitted.
<b>Submitted for Review</b>	Investigator has completed the full Proposal Disclosure. Proposal may route for approval.

Table 3 – COI Disclosure Statuses

## Getting Help

### **Your OSP Contract Administrator**

Proposal preparation and routing and approval questions Applicability of new COI regulations

### **Conflict of Interest Officer**

[COI-help@mit.edu](mailto:COI-help@mit.edu)

Questions about the Conflict of Interest Policy

### **Kuali Coeus Support Team**

[kc-help@mit.edu](mailto:kc-help@mit.edu)

KC system issues and authorizations

include your **Name**, **Contact information**, and the **Proposal Number** of the proposal you are working on.