Overview:

If the Key Person certifying does **not** have an MIT Kerberos ID, an **MIT Guest Account** **MUST** be obtained in order for them to certify. Please allow **three** days from the time of request to the time of adding the individual to a proposal. This will provide sufficient time for the account to be created and fed to Kuali Coeus.

**A NOTE ON FELLOWSHIPS:**

Per Institute Policy, all Graduate or Postdoctoral Fellows paid on Fellowships must complete a Certification at Proposal phase, regardless of Sponsor.

For most fellowships, the faculty sponsor is listed as the Investigator in the KC proposal and the fellow is listed as a Key Person. These designations are kept at the award stage. On fellowship proposals, **both the Fellow and the Faculty Sponsor must certify.**

Procedure:

**General Info**

1. If the Sponsor is NIH or falls under the PHS COI Hierarchy List of Sponsors, the option to Notify the individual will appear automatically when adding them to the proposal.

![Figure 1 – PHS Active Notify Button](image)
If the Sponsor is NOT among the PHS COI Hierarchy, then PCK in Supplemental Information will need to be flagged. Doing so will activate the certification Notify button for the individual.

![Figure 2 - Key Person Flag](image)

**Getting Help:**

Email the Kuali Coeus Support Team at ra-help@mit.edu. **Please** include your Name, Contact information, and the Proposal Number you are working on.