Overview:

This Quick Reference Card explains the two ways Investigators and NIH/PHS Key Persons will access and answer the Proposal Certifications Questions in Kuali Coeus:

Procedure One – Accessing Proposal Disclosure via Email
Procedure Two – Accessing Proposal Disclosure via the Action List

Procedure One:

Accessing Your Proposal Certifications via Email

All Investigators and NIH/PHS Key Study Persons named on a proposal must complete Proposal Certification, which includes COI Screening Questions, before the proposal may be submitted to route for internal approvals.

1. You will receive an email notification with the Subject “Regarding your Involvement in Development Proposal...” The notification is triggered during proposal development in Kuali Coeus by the proposal Aggregator.

2. 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.

3. Click the link to go directly to the Kuali Coeus Certification screen.

Figure 1 – Certification Link in Email
PI Certification Questions (includes three COI Screening Questions).
Co-PI Certification Questions (includes three Conflict of Interest Screening Questions).
Key Person Conflict of Interest (COI) Screening Questions (limited to three COI Screening Questions).

4. Review the proposal information at the top of the screen, including the Proposal Number, Title, PI, Lead Unit, Sponsor, and Proposal Deadline Date (if available).

Figure 2 - PI Proposal Certification Questions Screen
5. If you need more information on a specific question, click the (i) link.

6. Select the **Yes**, **No**, or **N/A** radio buttons to indicate your response for each of the Certification questions, which supports Institutional requirements for your proposal submission. **You must select a response for each question listed.**

7. Questions **10 – 12** in the PI and Co-I Certification are Conflict of Interest (COI) Screening Questions. These same questions appear for Key Persons as Questions 1-3.

8. Click **Certify Answers** once complete.

9. If you answered **Yes** to any of the COI screening questions (10-12), you will be prompted to complete a COI disclosure after you submit your certification. The following pop-up will appear:

10. Click **Ok** to navigate to the Coeus Lite My COI module. Complete the disclosure and in Step 4 Certify to submit it.

11. Once your certification is complete, your user ID and a timestamp will be added to the Certification Questionnaire header within the proposal:
Procedure Two:

Accessing Your Proposal Certification via the Action List

1. Click on the Action List, then click the show button to view the proposal information in the Content box, including the PI Name, Sponsor, Title, Deadline Date, Proposal #, and Budget Totals. In the header, your name and role on the project will also display.

2. To view the questionnaire, click on the hyperlink found in the Content box.
3. As previously described, select the **Yes**, **No**, or **N/A** radio buttons to indicate your response for each of the Certification questions, which supports Institutional requirements for your proposal submission. **You must select a response for each question listed.**

4. To remove the notification from your **Action List**, click on the **FYI** button.

**Getting Help**

For questions or problems using Kuali Coeus, email the RAS Support Team at ra-help@mit.edu. Include your **Name**, **Contact Information**, and the **Proposal Number**.