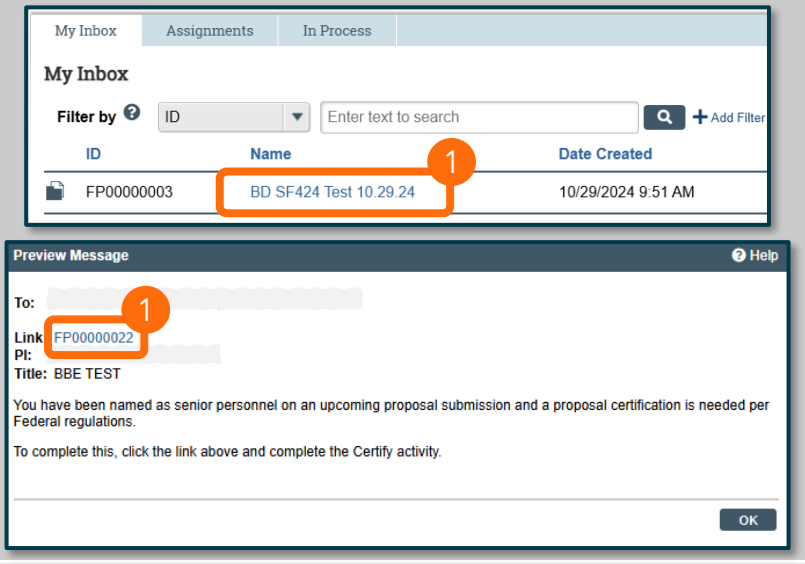
PAM
Review and Certify a Proposal

Purpose
The following guide is intended for those who are looking to review and certify a proposal.

Review and Certify a Proposal: Instructions

1. Open the Proposal
Click the proposal ID link provided in the PI Certification Required email notification.

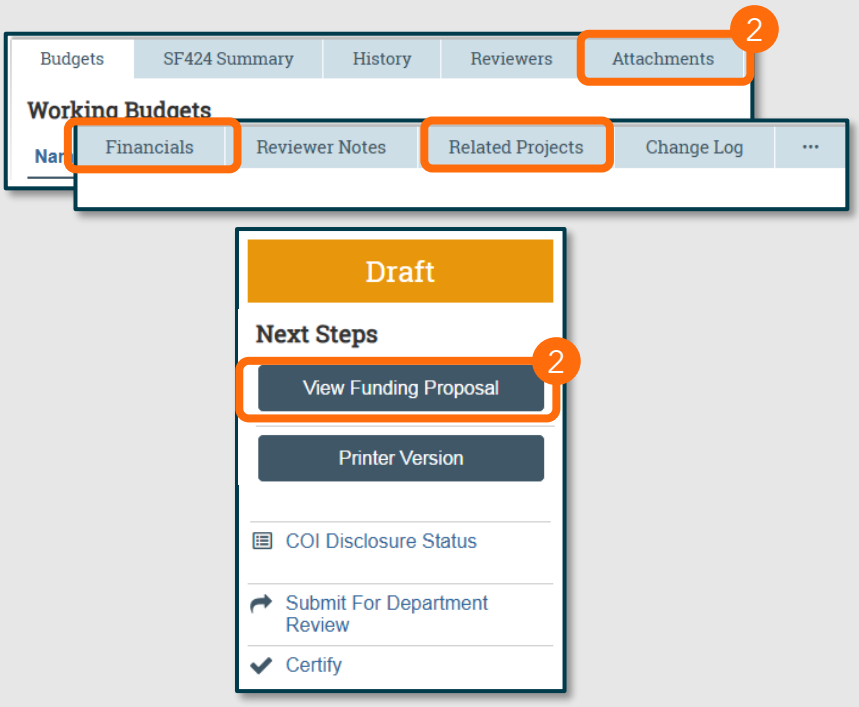
Alternatively, from your PAM inbox, click the name of the proposal you want to open.



2. Review the Proposal
Review the tabs on the proposal workspace, including the:

- Attachments tab (e.g., Statement of Work)
- Financials tab to review the budget summary
- Related Projects tab to ensure any IRB or IACUC protocols associated with the funding proposal are present

Click **View Funding Proposal** to review detailed information included in the proposal SmartForm.



- Instructions continued on next page -

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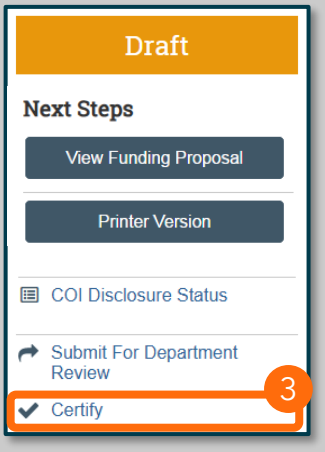
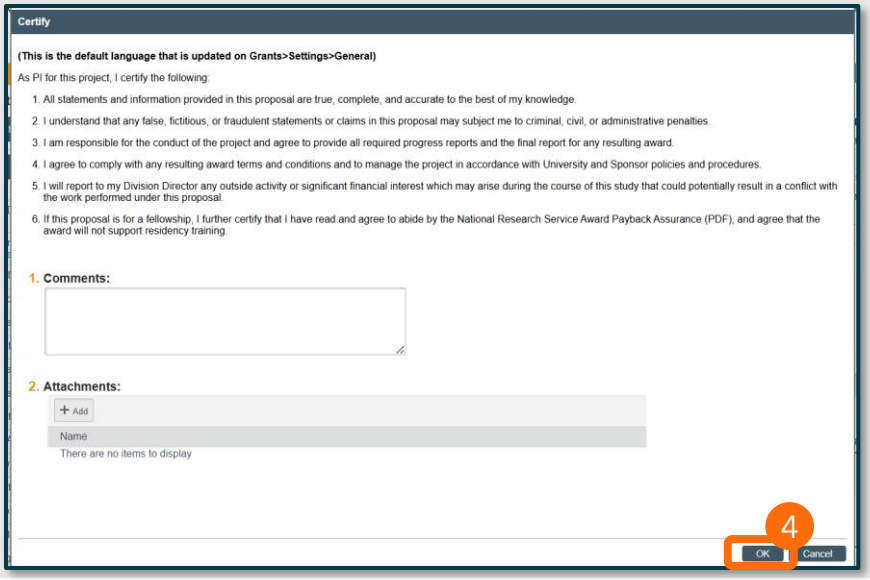
3. Click Certify
Once you complete your review of the proposal, certify that it is complete and accurate.

On the proposal workspace, click Certify.



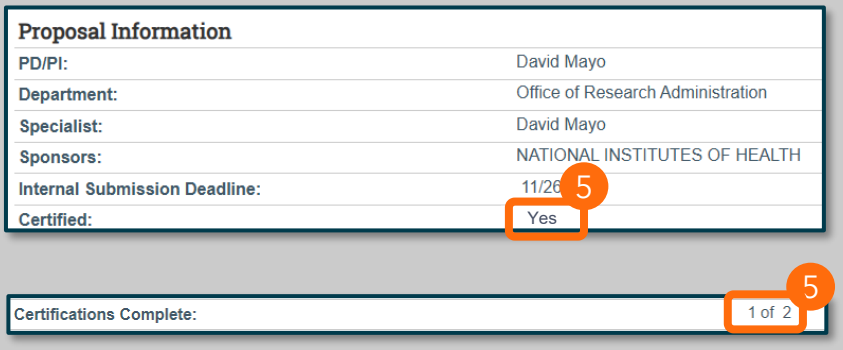
4. Submit Certification
Read the attestations in the Certify form.

Click OK.



5. Check Certification Status
In the Proposal Information summary, verify the Certified field updated to **Yes**.

If more than one person is required to certify, the status will show how many certifications are complete.



☑ You have now completed the Review and Certify a Funding Proposal process.