

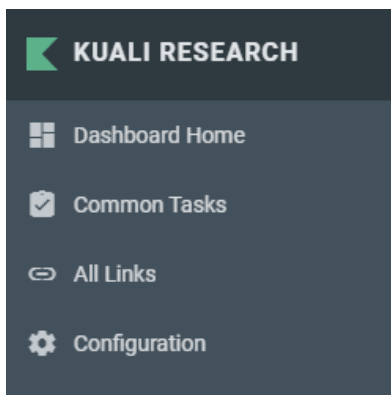
How to Complete the Proposal Person Certification

All named SIUE personnel (including Principal Investigators, Co-Investigators, and other Key Personnel) in Kuali are required to complete the Proposal Person Certification for each proposal that they are on. Below is a step-by-step guide on how to complete this certification.

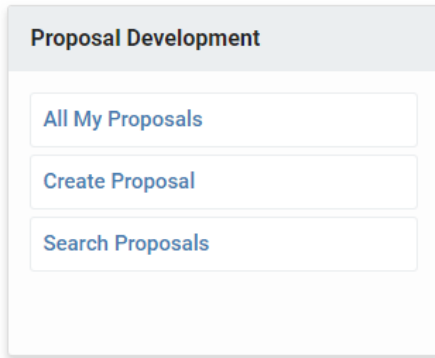
1. Go to <https://siue.kuali.co/res/>
2. Log-in with your SIUE e-ID and password

A login form titled "Enter your e-ID and Password". It contains two input fields: "e-ID:" and "Password:". Below the "e-ID:" field is a link: "What is an e-ID? [Find out here.](#)". Below the "Password:" field is a link: "Forget your password? [Find help here.](#)". There is a checkbox labeled "Warn me before logging me into other sites." and a "LOGIN" button next to a "clear" link.

3. Click Common Tasks.



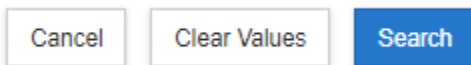
4. Under Proposal Development on the right, select Search Proposals.



5. In the **Proposal Person** box, enter your e-ID.

Proposal Person:

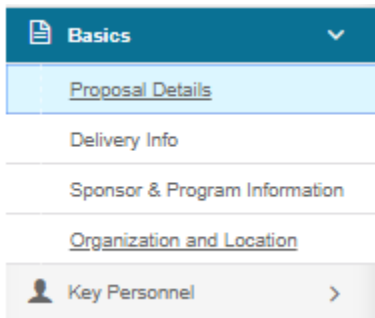
6. Then, click **Search**.





7. Scroll down and look for the proposal you wish to certify under **Project Title/Proposal Number**. Then, on the left, under **Actions**, click **view**.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title
view edit copy medusa	161	6402	New	In Progress	Youth Career Pathway Initiative

8. On the left, click **Key Personnel**.



9. Then, click **Personnel**.

 **Key Personnel** 

Personnel

Credit Allocation

10. In the center of the screen, click the **drop-down arrow** next to your name.

 Jesse E. Dixon (Principal Investigator)

11. On the right, click on the **Proposal Person Certification** tab.

[Details](#) [Organization](#) [Extended Details](#) [Degrees](#) [Unit Details](#) [Person Training Details](#) | [Proposal Person Certification](#)

12. Answer the seven questions. *(Note: if the checkboxes are not available for you to select your answer, click the edit button at the bottom of the screen and repeat steps 8-11).*

Proposal Person Certification

[Clear All Answers](#)

I certify that the information submitted within this application is true, complete and accurate to the best of my knowledge. I understand that any false, fictitious, or fraudulent statements or claims may subject me, as the PI/Co-PI/Co-I, to criminal, civil or administrative penalties. I agree to accept responsibility for the conduct of the project and to provide the required reports if an award is made as a result of this application. [?](#)

Yes
I certify the above statement is true

I certify that I have read and understand [Policy 109 Conflicts of Interest and Commitment](#) and that I have filed the required disclosure if one is required for all perceived or real conflicts of interest or conflicts of commitment with regard to this proposal. [?](#)

Yes
I certify the above statement is true

I certify that I understand my requirements under the [SIUE Data Retention Schedule](#) and that I will maintain required data and make it available for access by the University and sponsor for the duration of the awarded project period and for a period of 5 years following project closeout or later if there is an ongoing investigation. [?](#)

Yes
I certify the above statement is true

Have lobbying activities been conducted on behalf of this proposal? [?](#)

Yes
 No

Are you currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from current transactions by a federal department or agency? [?](#)

Yes
 No

I agree to abide by current SIUE, federal and state policies and certify that all required actions have been or will be taken to comply with these policies. [?](#)

Yes
I certify the above statement is true


Does this project contain a Non-Financial Conflict of Interest(COI) or a Conflict of Commitment? (click blue i for further explanation) [?](#)

Yes
 No

13. Then, at the bottom of the screen click **Save**, then click **Close**.

[Edit](#) [Save](#) [Close](#)

14. In the pop-up box, click **Yes**.

Please Select 

Would you like to save this document before you close it?

[Yes](#) [No](#) [Return To Document](#)