



# **Kuali Research: Investigator and UMD Key Person Certification Guide**

**Kuali Research Help Contact: [kr-help@umd.edu](mailto:kr-help@umd.edu)  
Last updated: 09/20/25**

# Reviewing the Proposal Before Certifying

Before certifying, you should review the proposal development record. You will need to navigate to the proposal itself to view the proposal.

1. Open the email notification from Kualu Research with the subject line:  
**“Certification is required for Proposal: [Title of the Proposal]”**
2. Click on the blue link [Click Here to Review Proposal](#) from the Certification email.

Please review the following proposal and then complete the certification questions if you agree to participate in the project. Proposal Details as follows:

Proposal Title: Questionnaire - NFA - UMCP - CK

Principal Investigator: Amitabh Varshney

Lead Unit: CC010760 - BSOS-Anthropology

Sponsor: 000112 - DOJ - US Department of Justice

Deadline Date: 10/31/2024

Proposal Number: 85444

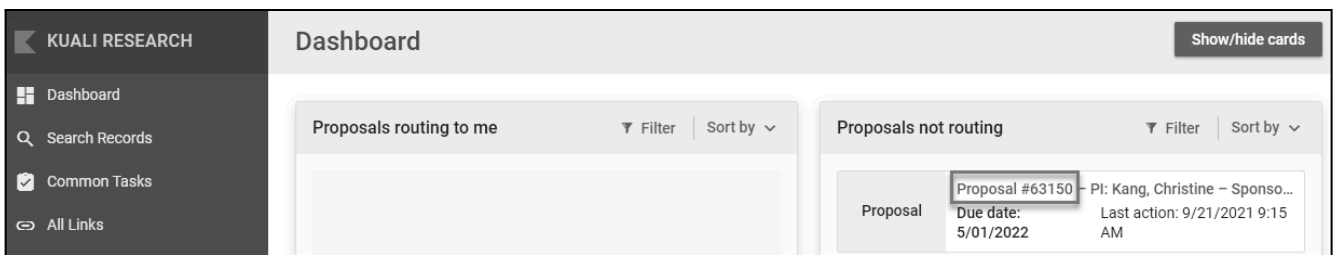
Link to review proposal: [Click Here to Review Proposal](#) JMD credit allocation is found under the Personnel tab

Link to complete certification: [Click Here to Complete your Certification](#)

3. Searching for your Proposal  
You may find and open proposals in three ways:
  - 1.) Within Dashboard Cards
  - 2.) Search Records Page
  - 3.) Proposal Search in Commons Tasks

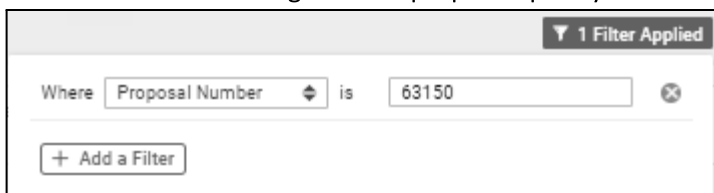
## 1.) Searching for Your Proposal within the Proposals Not Routing Dashboard Card

**Note the proposal number in the email. Go to the Kualu Research Dashboard homepage and find the proposal on your “Proposals Not Routing” card.**



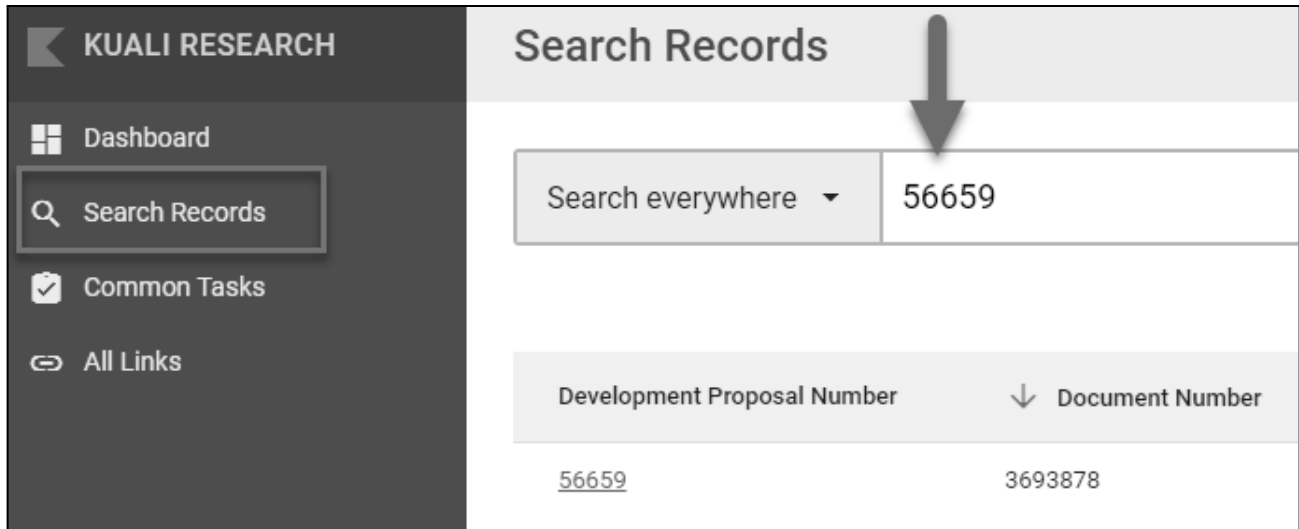
## Filter

You can use the filter to get to the proposal quickly.



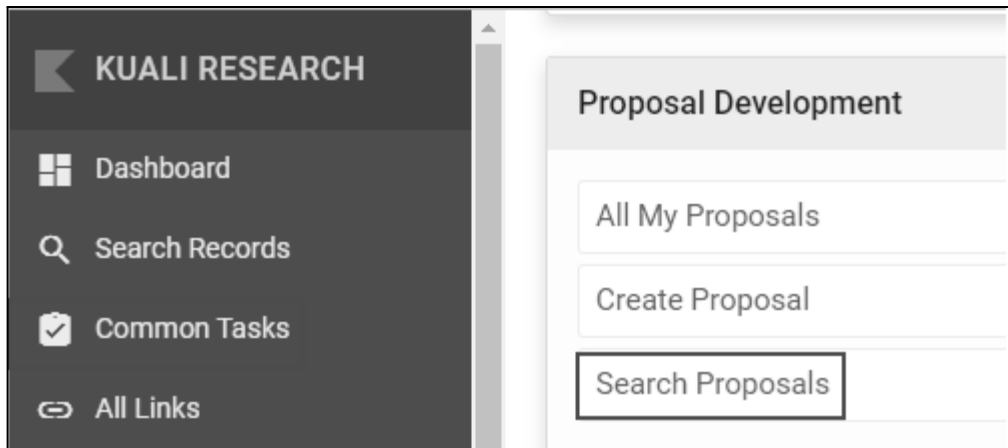
## 2.) Searching for your Proposal using the Search Records Page

You can search for Proposals by Proposal Number or Doc Number, for example, by using the Search Records page. If you are having trouble distinguishing the correct record, you may narrow your results by searching within specific categories like “Development Proposal Number” or by showing additional columns.



## 3.) Searching for your Proposal from the Common Tasks

Click Common Tasks > click Search Proposals under Proposal Development.



This will open the Development Proposal Lookup screen. Type in your proposal number and press Enter.

Development Proposal Lookup

Proposal Number:

4. Once you have found your proposal, click on the Proposal. This will bring up the Proposal Details screen.

Proposal Development

**Proposal: #85444**  
PI: Amitabh Varshney

✓ Data Validation

### Proposal Details

\* indicates required fields

Document was successfully saved.

<b>Proposal Type: *</b>	New
<b>Lead Unit:</b>	CC010760 - BSOS-Anthropology
<b>Activity Type: *</b>	Research - Basic
<b>Project Dates: *</b>	11/01/2024
<b>Project Title: *</b>	Sample Proposal Title
<b>Sponsor: *</b>	000112
<b>Prime Sponsor Code:</b>	

- Basics
- Proposal Details
- S2S Opportunity
- Delivery Info
- Sponsor & Program Information
- Organization and Location
- Key Personnel
- Personnel
- Credit Allocation
- Questionnaire
- Compliance
- Attachments
- Budget
- Access
- Supplemental Information
- Summary/Submit

The Summary/Submit section of the proposal allows you to view its significant details within the same section quickly.

**Submit**

*i* Document was successfully saved.

Progress bar: Saved (filled) | Routing (empty)

Navigation tabs: Proposal Summary | Personnel | Credit Allocation | Questionnaire | Compliance | Attachments | Supplemental Info | Budget Summary

**Proposal Summary**

- **Proposal Summary Tab:** Basic details (Title, PI, Lead Unit, Prop #, Dates, Sub?, Sponsor, Deadline)
- **Personnel Tab:** All personnel listed on the project, their role, and their certification answers
- **Credit Allocation Tab:** DRIF/Credit Split allocation
- **Compliance Tab:** All Special Review items that apply to this proposal
- **Attachments Tab:** All Proposal, Personnel, and Internal attachments are available to be viewed
- **Questionnaires Tab:** All questionnaire questions and answers
- **Supplemental Info Tab:** Info such as Admin Costs, IDC Rate, Type, and Reason, Sponsor & Budget Contacts.
- **Budget Summary Tab:** Displays budget details by period and totals, as well as personnel and non-personnel costs.

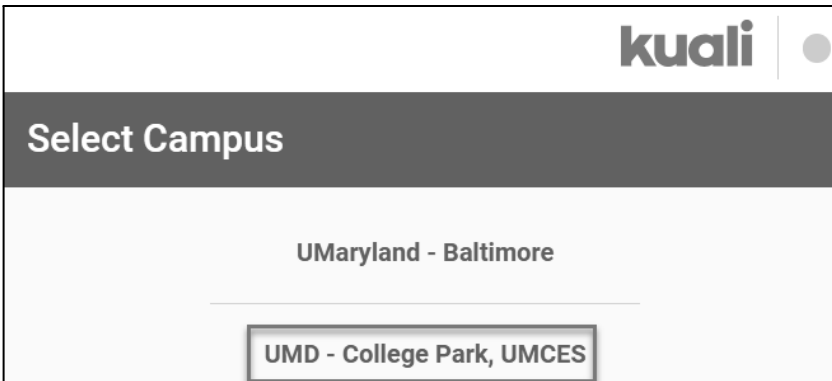
Click on Close to close out of the proposal and return to the Kualu Research Dashboard home screen. Go back to your Notification email.

# Certification for UMD Personnel (Investigators and UMD Key Persons)

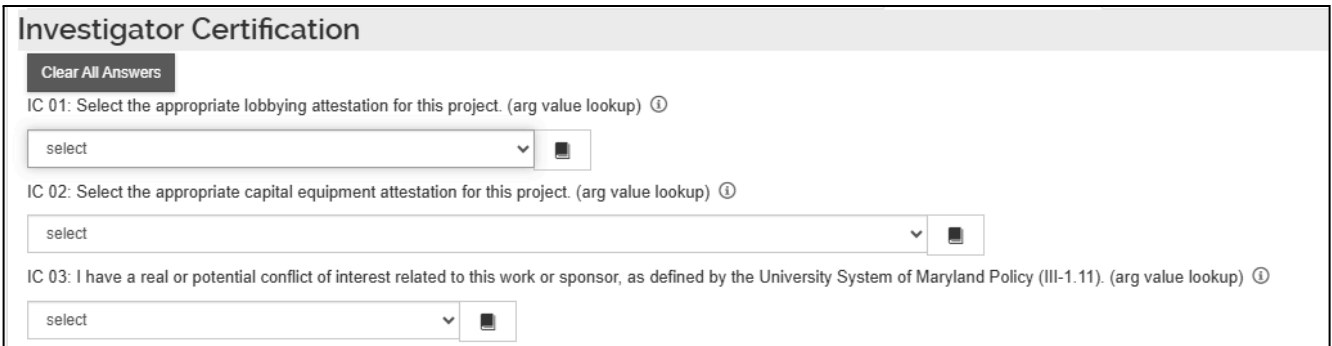
1.) Click on the blue link [Click Here to Complete your Certification](#).

Please review the following proposal and then complete the certification questions if you agree to participate in the project. Proposal Details as follows:  
Proposal Title: Questionnaire - NFA - UMCP - CK  
Principal Investigator: Amitabh Varshney  
Lead Unit: CC010760 - BSOS-Anthropology  
Sponsor: 000112 - DOJ - US Department of Justice  
Deadline Date: 10/31/2024  
Proposal Number: 85444  
Link to review proposal: [Click Here to Review Proposal](#) UMD credit allocation is found under the Personnel tab  
Link to complete certification: [Click Here to Complete your Certification](#)

2.) If you are not yet logged in, you will be prompted to do so when the certification page opens. Click on UMD - College Park, UMCES.



3.) Please answer ALL questions, then click the [Certify Answer] button. If you click on the [Cancel] button before clicking [Certify Answers], the system will not save your responses and will return you to the Kualo Research Dashboard home screen. The first three questions are Yes/No dropdowns.



## Check Box Certifications

- All check boxes must be checked, or the certification will be considered incomplete.

IC 04.CP: Complete the check box to agree to the university disclosure statement. ⓘ

IC 04 I confirm I have submitted an up to date disclosure in inTERP.  
Disclosures must be updated whenever there is a change and no less than annually.

IC 04.CP.2: Complete the check box to agree to the training statement. ⓘ

IC 04.CP.2 I affirm that all training required by the sponsor has been completed for all senior/key personnel named in the proposal and proof of training will be provided upon request.

IC 05: Complete the check box to agree to the conflict of interest statement. ⓘ

IC 05 I understand that I am required to disclose any COI as required by USM and campus policies and procedures.

IC 06: Complete the check box to agree to the sponsor disclosure statement. ⓘ

IC 06 I have followed proposal/sponsor requirements in disclosing all professional activities.  
Professional Activities defined in Explanation text.

IC 07: Complete the check box to agree to the intellectual property statement. ⓘ

IC 07 I agree to follow the University's Intellectual Property (IP) policies in reference to data and IP developed under sponsored projects; and will take necessary actions based on sponsor and project requirements.  
I agree to follow processes for IP Waivers (blanket or individual), which may be necessary to accept any resulting award.

IC 08: Complete the check box to agree to the malign foreign talent statement. ⓘ

IC 08 I certify that I am not participating in a Malign Foreign Talent Recruitment Program.  
Malign Foreign Talent Recruitment Program as defined in Sections 10632 and 10638 of PUBLIC LAW 117-167 (CHIPS and Science Act).

IC 09: Complete the check box to agree to the modifications statement. ⓘ

IC 09 I agree to not make changes to the ORA/SPA-approved proposal without first notifying ORA/SPA.

IC 10: Complete the check box to agree to this statement. ⓘ

IC 10 I am aware that any false, fictitious, fraudulent, and/or plagiarized statements may subject me to criminal, civil, and/or administrative penalties.

IC 11: Complete the check box to agree to the conduct statement. ⓘ

IC 11 If I am the PI, I accept responsibility for the financial and scientific conduct of this project and will provide all required reports if the proposal results in a project/award.  
If I am a Co-I or Senior/Key Person on this proposal I will support the PI(s) in the financial/scientific conduct of the project and contribute to reports as outlined in the proposal/award.

IC 12: Complete the check box to agree to the authorized official statement. ⓘ

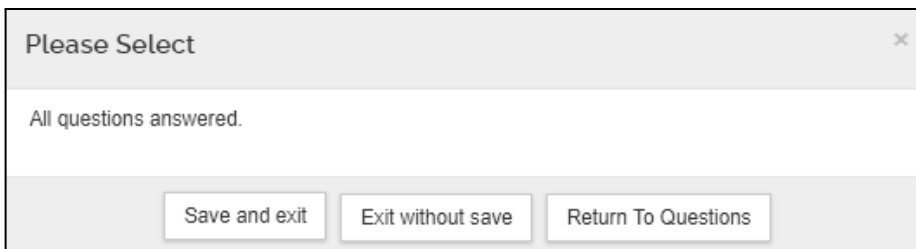
IC 12 I understand that ORA/SPA is the authorized University negotiator and signatory on behalf of the University. Investigators are not authorized to negotiate or sign on behalf of the University.

IC 13: Complete the check box to agree to the signature statement. ⓘ

IC 13 I agree, to the best of my knowledge, the information submitted within the proposal is true, complete, and accurate and this certification constitutes my electronic signature for this application.

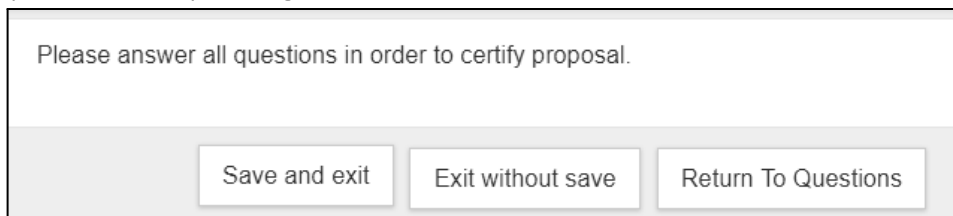
When you have answered all of the questions and click the [Certify Answers] button, a pop-up window will appear stating **“All questions answered”** and provide you with three options:

- **[Save and Exit]** This will save all your answers and exit the questionnaire.
- **[Exit without save]** This will not save any of your answers and exit the questionnaire.
- **[Return To Questions]** This will return you to the questionnaire.



If you did not answer all of the questions and click the [Certify Answers] button, you will see:

**“Please answer all questions in order to certify proposal”** to inform you that you have not finished. Click [Return to Questions] to finish answering the questionnaire. If you are not ready to finish, you may save your answers and return to the questionnaire later by clicking on [Save and Exit]. You may return back to the questionnaire by clicking on the link in the certification email.



4.) Print Certification

You may print the certification once you are done. Your physical signature is NOT required/needed.

5.) Close Certification

- To close the Certification, you may close your browser by closing the browser window.
- Please do NOT click Cancel. This will cancel your certification answers.