Principal Investigator: 
Step by Step Proposal Certification Guide

Overview:
This guide reviews the steps which require your action as Principal Investigator. If you intend to create the proposal yourself on RAPPORT, please refer to the "Step by Step Guide to Create and Route a NEW Proposal".

- Dept. Research Administrator or PI creates new proposal
- PI completes PI Routing Certification, then forwards to DRA if necessary
- DRA routes for review: goes first to departmental reviewers, then OSP
- Once OSP approves proposal, PI completes PI Submission Certification
- OSP submits to grants.gov

The two important steps the PI needs to complete to successfully route and submit a proposal are:

1. **PI Routing Certification**: must be completed before the proposal can be routed for departmental review; the equivalent of signing the routing form.

2. **PI Submission Certification**: After the proposal has been routed and approved by OSP, the PI needs to complete this final activity before OSP can submit it to grants.gov.

1] **PI Routing Certification**: My NetID ____________________________

To look up your NetID: [http://www.dartmouth.edu/comp/systems/netid.html](http://www.dartmouth.edu/comp/systems/netid.html)

To re-set your password: [https://dartdm.dartmouth.edu/dartDM/dartDM](https://dartdm.dartmouth.edu/dartDM/dartDM)
Login to RAPPORT using your NetID and password http://rapport.dartmouth.edu/.

This window opens – click on My Home to be taken to your personal page:

Your personal page opens:

"My Action Items" contains proposals needing your action.

Click on the title to be taken to the proposal workspace:
In the proposal workspace, click on the activity on the left side of the screen called PI Routing Certification.

Clicking on this activity button brings up the pop up window below:
Be sure to click OK at the bottom of the page.

This certification activity then appears in the History section at the bottom of the proposal workspace.

Once the PI has completed this certification, an email will be sent to the DRA named on this proposal to indicate it is ready to begin the routing process. Only a DRA can send it on the routing path through department review and then to OSP.
If the PI created the proposal in RAPPORT, it must be forwarded to the DRA for routing:

A pop up box allows you to select the appropriate DRA to start the routing process for approval. There is space for any comments and attachments which may be relevant to the proposal.

Comments entered here will show in the history log

Attachments will also be accessible from the history log.
SEARCHING HINT: Try searching for names by typing directly into the box. Using the % symbol acts as a wildcard in searches.

Or you can click on the Select button to search for the correct DRA.

Once you have completed this activity, the state of the proposal will change from **Draft** to **Department Research Admin Review**. The DRA will then be able to submit the proposal for routing. For more information on the details of how to complete the proposal in RAPPORT, please see the step by step guide to Create a New Proposal.

2] PI Submission Certification:
Once OSP has approved the proposal, it is the responsibility of the Principal Investigator to complete the PI Submission Certification. This is similar to a digital signature of approval allowing for submission and is the final step prior to submission.

Prior to this certification, it is advisable to review the final version of the proposal and check that the attachments are the correct versions.

TO REVIEW THE PROPOSAL:
The easiest way to see the views is to right-click on "Printer Version" and select "Open link in new window" to open all the views in a scrollable window.
Below is a section of the printer version:

## 11.0 Performance Sites

1.0 * Select the primary Dartmouth Performance site:  
   - DHNC

2.0 Select additional Dartmouth performance sites:  
   - Name
   - There are no items to display

3.0 Enter non-Dartmouth performance sites:  
   - Name: Street 1  Street 2  City  State  Zip  Country  
   - There are no items to display

4.0 * Will this proposal subcontract research to another institution?  
   - Yes  No

**View:** DC 12.0 Summary of Research Plan Attachments

## 12.0 Summary of Research Plan Attachments

1.0 Project Summary/Abstract:

2.0 Project Narrative:

3.0 Bibliography:

4.0 Facilities and Other Resources:

5.0 Equipment:

6.0 Specific Aims:  
   - Specific Aims.pdf (0.01)

7.0 Research Strategy:  
   - Research Strategy.pdf (0.01)

8.0 PHS Cover Letter:

9.0 Other Attachments:  
   - Name  Version  
   - There are no items to display

Here the attachments can be reviewed; they can be opened by clicking on the file name.

**Update Science Attachments**

The science attachments may be updated in most states by clicking here, even if the views in the funding proposal are in a View Only state.
This window opens:

Click OK or Cancel to close this window to return to the proposal workspace:

Click on the activity to open this window:

PI Submission Certification

* I confirm that I have reviewed my proposal which is ready for submission:
  - Yes  - No  - Clear
After OK is clicked, the State will change from **Final Preparation** to **OSP Final Submission**, and the certification will appear in the History (see image below.)

![History Table]

The proposal is now approved and will be submitted by OSP to Grants.gov. No further action on your part is required at this point, and you will receive email correspondence as to the review status of the proposal.

Once OSP has submitted the proposal to Grants.gov, the state will change to **Submitted** and the history log also records details on the submission.

![Submitted History Table]