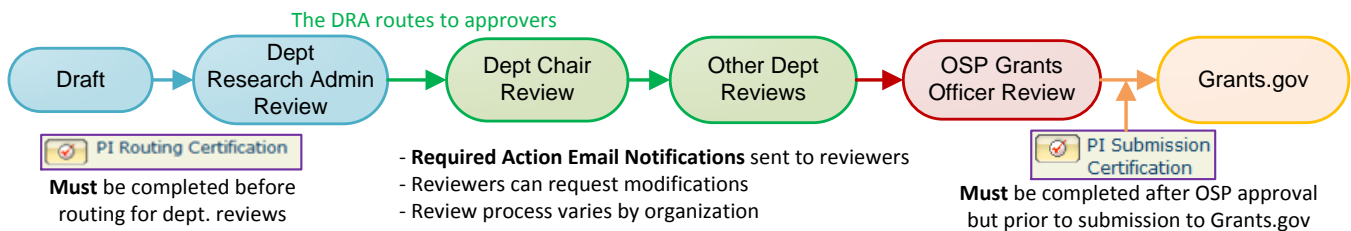


# Principal Investigator: Step by Step Proposal Certification Guide

---

## Overview:

This guide reviews the steps which require your action as Principal Investigator. If you intend to create the proposal yourself on RAPPOR, 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>

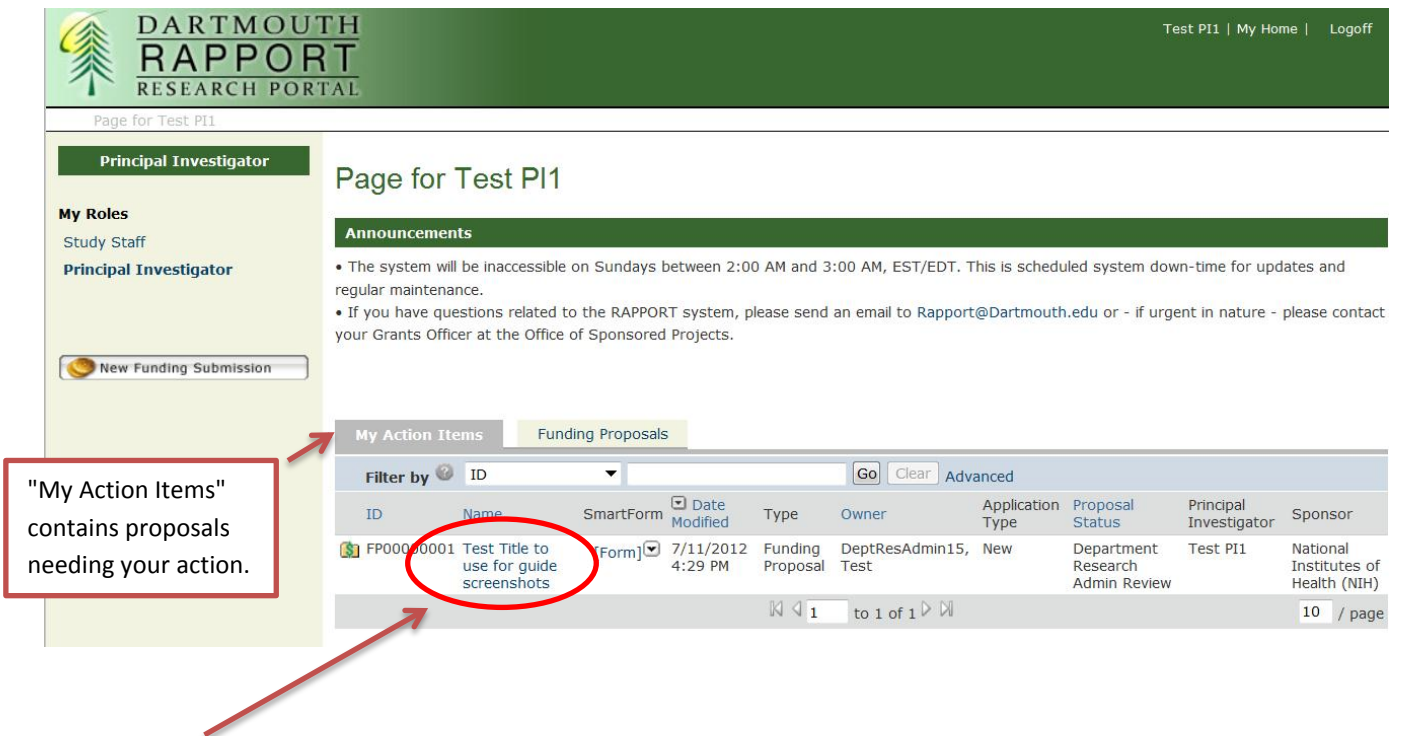
To re-set your password: <https://dartdm.dartmouth.edu/dartDM/dartDM>

[Login](#) to RAPPOR using your NetID and password <http://rappor.dartmouth.edu/>.

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



Your personal page opens:



Click on the title to be taken to the proposal workspace:

**Current State**  
Department Research Admin Review

Edit Funding Proposal  
Printer Version  
View Differences  
View SmartForm Progress

**My Activities**

- Create Update SF424
- PI Routing Certification**
- Update Science Attachments
- Make A Copy
- Log Comment

**PROPOSAL INFORMATION**

Primary Sponsor: National Institutes of Health (NIH)  
PI: Test P11  
Dept. Contact Person: Test DeptResAdmin15  
Application Type: New  
OSP 7 Day Deadline: 6/1/2015  
OSP 2 Day Deadline: 6/15/2015  
Sponsor Submission Deadline: 6/21/2015  
NIH Application #:  
Abstract:  
Existing space renovation required? no  
Additional lab or office space required? no  
Cost Sharing involved? no

**BUDGET TOTALS**


Start Date: 7/1/2015

Period	Start Date	End Date	Type of Costs	Costs
1	7/1/2015	6/30/2016	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
2	7/1/2016	6/30/2017	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
3	7/1/2017	6/30/2018	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
4	7/1/2018	6/30/2019	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
5	7/1/2019	6/30/2020	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$25,000 \$0 \$25,000
Cumulative	7/1/2015	6/30/2020	Direct Costs Federal Administrative Costs <b>Total Project Costs</b>	\$125,000 \$0 \$125,000

**History**

Activity	Author	Activity Date
Change Log: 15.0 Budget Summary	Castell, Gregory	7/11/2012 4:29 PM EDT
Jump To: 15.0 Budget Summary		
SF424 Created-Updated	Castell, Gregory	7/11/2012 4:28 PM EDT
FP forwarded to DRA	DeptResAdmin15, Test	7/11/2012 4:15 PM EDT
Created	DeptResAdmin15, Test	7/11/2012 3:44 PM EDT

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:

\* Are you debarred or suspended from using Federal Funds?

Yes  No [Clear](#)

\* Are you delinquent on any Federal debt:

Yes  No [Clear](#)

\* Does this project involve activities outside of the United States or partnerships with international collaborators?

Yes  No [Clear](#)

If yes, then please list countries:

<input type="text"/>	<input type="button" value="Add"/>
Country	
There are no items to display	

\* Will your project involved the shipment of equipment or materials outside of the US?

Yes  No [Clear](#)

If yes, please describe what is being shipped:

\* Is proprietary/privileged information included in the application (yours or collaborators)?

Yes  No [Clear](#)

\* Does this project have an actual or potential impact on the environment?

Yes  No [Clear](#)

If yes, please explain:

\*

**Disclosure Permission Statement**

If this application does not result in an award, is the Government permitted to disclose the title of your proposed project and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g. possible collaborations, investment)?

Yes  No [Clear](#)

**Click OK to save and return to the Proposal Workspace**

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.

History			
	Activity	Author	Activity Date
	PI has certified FP for routing	PI5, Test	7/3/2012 4:08 PM EDT

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:

**DARTMOUTH RAPPORT RESEARCH PORTAL** | Test Dept Res Admin 2 | My Home | Logoff

Grants > Testing new and improved views before go-live pg 06/28/12

test new views 628 | FP00000335 | Funding Proposal

**Current State**  
Draft

My Activities

- Create/Update SF424
- Forward to DRA**
- Make A Copy
- Log Comment
- Withdraw Submission

**PROPOSAL INFORMATION**

Primary Sponsor: National Institutes of Health  
PI: Test PI2  
Dept. Contact Person:  
Application Type: New  
OSP 7 Day Deadline: 9/23/2012  
OSP 2 Day Deadline: 10/3/2012  
Sponsor Submission Deadline: 10/5/2012  
NIH Application #:  
Abstract:  
Existing space renovation required? no  
Additional lab or office space required? no  
Cost Sharing involved? no  
PI Effort (Calendar Months):

**BUDGET TOTALS**

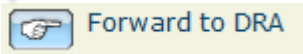
Start Date: 11/23/2012

Period	Start Date	End Date	Type of Costs	Costs	
1	11/23/2012	11/22/2013	Direct Costs Federal Administrative Costs	\$25,000 \$0	
				<b>Total Project Costs</b>	<b>\$25,000</b>
2	11/23/2013	11/22/2014	Direct Costs Federal Administrative Costs	\$25,000 \$0	
				<b>Total Project Costs</b>	<b>\$25,000</b>
Cumulative	11/23/2012	11/22/2014	Direct Costs Federal Administrative Costs	\$50,000 \$0	
				<b>Total Project Costs</b>	<b>\$50,000</b>

History

Activity	Author	Activity Date
Created	Dept Res Admin 2, Test	6/28/2012 11:43 AM EDT

Click on the activity



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.

**Forward to DRA**

\* Select the appropriate Dept. Research Administrator:

**Comments:**

Comments entered here will show in the history log

**Attachments:**

Document	Description
There are no items to display	

Attachments will also be accessible from the history log.

Click OK

**SEARCHING HINT:** Try searching for names by typing directly into the box. Using the % symbol acts as a wildcard in searches.

**\* Select the appropriate Dept. Research Administrator:**

Willi	Select...	
Last	First	Organization
<b>Willis</b>	Alison	Medicine

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

**Select Person**

Filter by Last willis Go Clear Advanced

1-1 of 1

Last	First	Organization
<input type="radio"/> Willis	Alison	Medicine

OK Cancel

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 RAPPOR, 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.

### Test screenshots

**Current State**  
Department Research Admin Review

**PROPOSAL INFORMATION**

Primary Sponsor:	National Institutes of Health (NIH)
PI:	Test PI1
Dept. Contact Person:	Test DeptResAdmin15
Application Type:	New
OSP 7 Day Deadline:	6/1/2015

Below is a section of the printer version:

### 11.0 Performance Sites

- 1.0 \* Select the primary Dartmouth Performance site:  
DHMC
- 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.

**Current State**  
OSP Grants Officer Review

View Funding Proposal  
Printer Version  
View Differences  
View SmartForm Progress

**My Activities**  
Update Science Attachments  
Make A Copy  
Log Comment

This window opens:

**Update Science Attachments**

**Specific Aims:** [None]

**Research Strategy:** [None]

**Project Narrative:** [None]

**Bibliography:** [None]

---

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

### RT and TMZ for GBM

**Current State**

**Final Preparation**

- 
- 
- 
- 


**My Activities**

- 
- 
- 
- 
- 

**Proposal Information** | Approver Checklist | Contacts | Change Log

**PROPOSAL INFORMATION**

Primary Sponsor:	National Institutes of Health
PI:	Test P15
Dept. Contact Person:	Test Dept Res Admin 15
Application Type:	New
OSP 7 Day Deadline:	9/26/2012
OSP 2 Day Deadline:	10/2/2012
Sponsor Submission Deadline:	10/5/2012
NIH Application #:	
Abstract:	<a href="#">Project Summary Abstract.pdf(0.01)</a>
Existing space renovation required?	no
Additional lab or office space required?	no
Cost Sharing involved?	no

Click on the activity  **PI Submission Certification** to open this window:

**PI Submission Certification**








**\* I confirm that I have reviewed my proposal which is ready for submission:**

Yes  No

---




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		
Activity	Author	Activity Date
 PI has certified proposal is ready for submission	PI5, Test	7/5/2012 1:55 PM EDT
 AOR approval issued	OSP Grants Officer, Test	7/5/2012 12:46 PM EDT
 I wish all proposals were this good.		
 SF424 Created-Updated	OSP Grants Officer, Test	7/5/2012 12:41 PM EDT
 Ownership taken by OSP	OSP Grants Officer, Test	7/5/2012 12:40 PM EDT
 Chair Approval Issued	Chair, Test	7/5/2012 11:45 AM EDT
 This is a very well done proposal !		

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.

History	
Activity	
 FP submitted to Grants gov	