Questionnaires

How do I complete Questionnaires and how do I print blank Questionnaires?

Questionnaires are a group of questions that must be completed by the PI in order to submit a proposal or service request for approval in Fibi. Department personnel can complete the Questionnaires in Fibi for the PI if a document signed by the PI matching all the answered questions is also uploaded as an attachment. If the PI completes the Questionnaires in Fibi, the signed attachment is not needed.

Users can access the Questionnaires once a Proposal Development record/Service Request has been started and the status is *In Progress*.
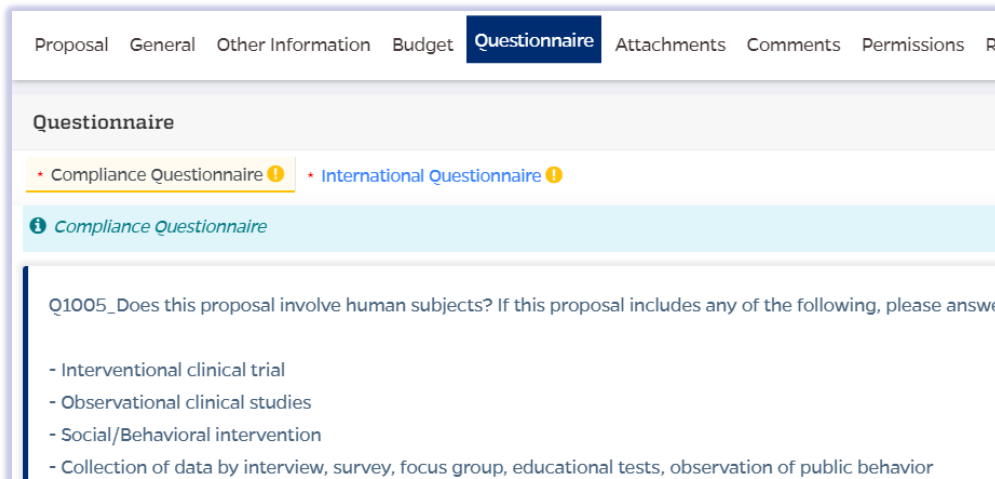
To complete Questionnaires:

☐ Click on the **Questionnaires** tab in the menu at the top of the screen.

Once the Questionnaire tab is chosen, one or more tabs will show with Questionnaires that must be completed in order to submit the Proposal Development Record. Questionnaires will display with a yellow exclamation mark if they are not completed.

The tab displays in black font and a yellow background to indicate the Questionnaire being answered.

☐ Choose the appropriate answers for each questionnaire. The PI must provide this information or complete the Questionnaire in Fibi.

☐ Click on the **Save** button.

Once all the questions have been completed in the Questionnaire, the tab will display with green writing and a green checkmark and Last Updated by (Name) will show in the upper right corner.

MIQ Mandatory International Questionnaire ✔
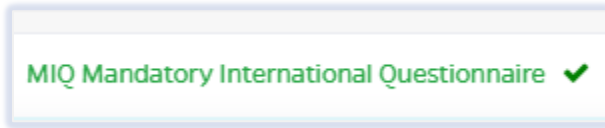
All Questionnaires must be completed before a Proposal Development record can be routed for approval.

To print the questionnaires and certification for the PI to complete and sign:

☐ Click on **More actions icon** (elipsis) and choose Print Proposal from the dropdown menu.

☐ Then choose **Print Proposal** from the dropdown menu.
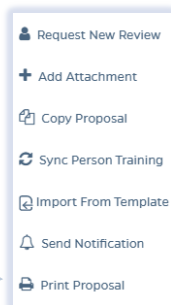
☐ Then choose the following from the dropdown menu:

  o **Fillable PI Questionnaire Certification** (includes the certification and questionnaires for the PI to complete)