## Certifications



## How do I complete the Certification information in Fibi?

Key Personnel can complete their own certifications in Fibi or the aggregator can complete the certification information as a proxy. If the Key Personnel does not complete the Certification in the system, a completed and signed Certification must be uploaded as an attachment.

## Click on the **Certification** tab.

PD#169647 : Advanced Teo	ed Techniques in Teaching Adult Learners Research Administration Software			
Proposal General Other Informa	tion Budget Q	uestionnaire Attachments	Comments Permissions Review	ORIS Support Certification
Key Personnel		Name	Designation	Home Unit
🛆 Bell, Muyinatu Principal Investigator		Goodman, Colin R	No Designation Found	12015000 - ELECTRICAL ANE COMPUTER ENGINEERING
Poppert, Dylan C Co-Investigator	<b>●</b>	Questionnaire		
& Goodman, Colin R Co-Investigator	ø 4	Fibi-Proposal Person Cert	ification Questions ()	project. Version November 11, 2022
B Judy, Thomas	A A			

Click on the **edit icon** (blue pencil) next to the Key Personnel's name.



- Complete the Certification questions for each individual listed in the **Key Personnel** column on the left side of the screen.
- □ Choose **YES** or **NO** for each question according to the answers provided by the Key Personnel or the Key Personnel has access and can complete the certification in Fibi.
- Click on the **Save** button.

## To Send A Notification to Key Personnel:

□ Click on the notify icon (bell) next to the individual's name. This will send an email notification to the Key Personnel of choice that includes a link to the page in the record that needs to be completed.

ey Personnel	
Schultz, Ronald	10



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