



# PI and Key Personnel

## Certifications and Questionnaires in Fibi

Who?	Provide the information for:	Provide the information for:
PI	Certification	Questionnaires (may vary but usually include the Compliance and International Questionnaires)
Key Person	Certification	N/A

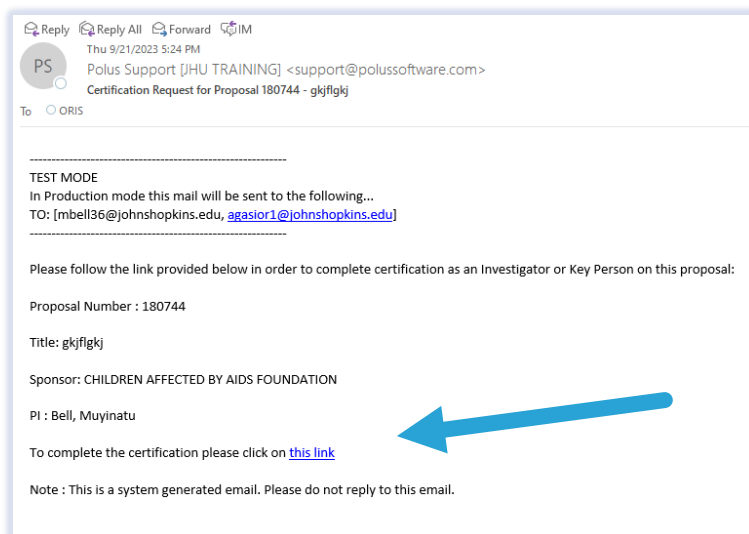
PIs and Key Personnel can complete their own certifications in Fibi. If the PI/Key Personnel does not complete the Certification in the system, a completed and signed Certification must be uploaded as an attachment.

### VPN required when off-campus:

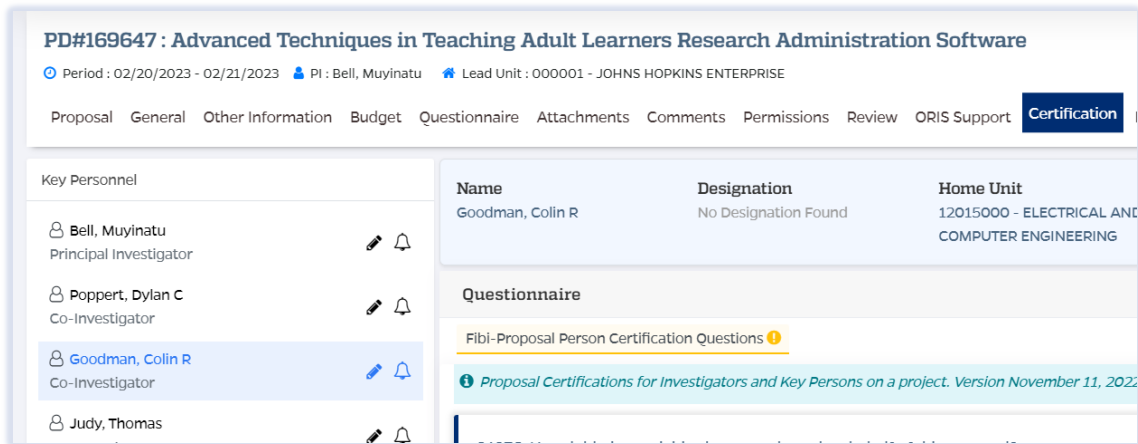
If the user is completing the Certification and/or Questionnaires in Fibi and the user is not on campus, your VPN must be connected. Otherwise, the user will get a message that the website cannot be reached. Contact the IT Helpdesk for assistance with the VPN.

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

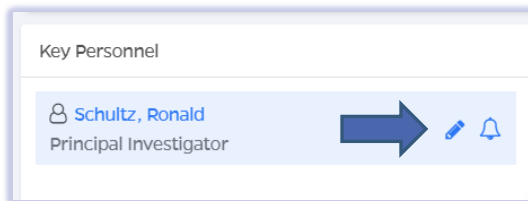
- ❑ Once you receive the notification email, click on the **link** in the email. The email will look similar to the one below:



- ❑ This link will take you to the Certification page in the Proposal record.



- ❑ Click on the **edit icon** (blue pencil) next to your name.

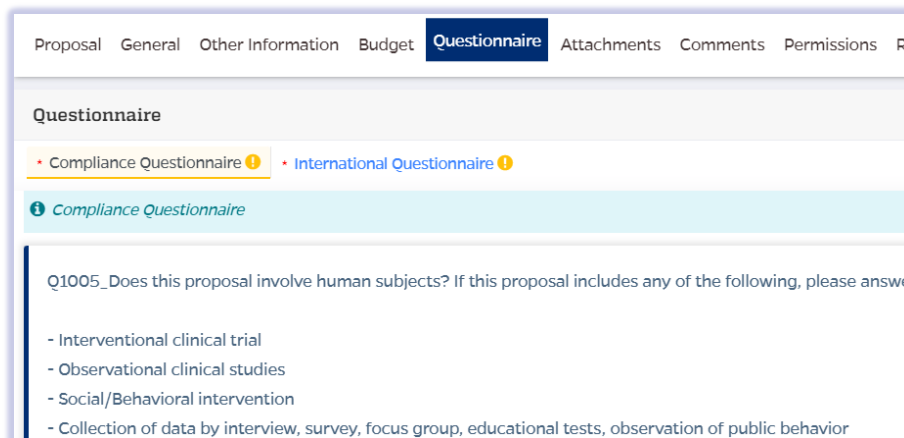


- ❑ Complete the Certification questions. If you need clarification on what a question means, reach out to your department contact.
- ❑ Click on the **Save** button.

**If you are also the PI for this research proposal**, you will need to complete the Questionnaires on the Questionnaire tab.

### To complete Questionnaires:

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

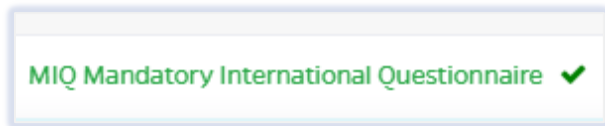


Once the Questionnaire tab is chosen, one or more tabs will show with Questionnaires that must be completed in order to submit the Proposal Development Record. Questionnaires will display with a yellow exclamation mark if they are not completed.

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

- Choose the appropriate answers for each question.
- 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.



All Questionnaires must be completed before a Proposal Development record can be routed for approval.