PI and Key Personnel

Certifications and Questionnaires in Fibi

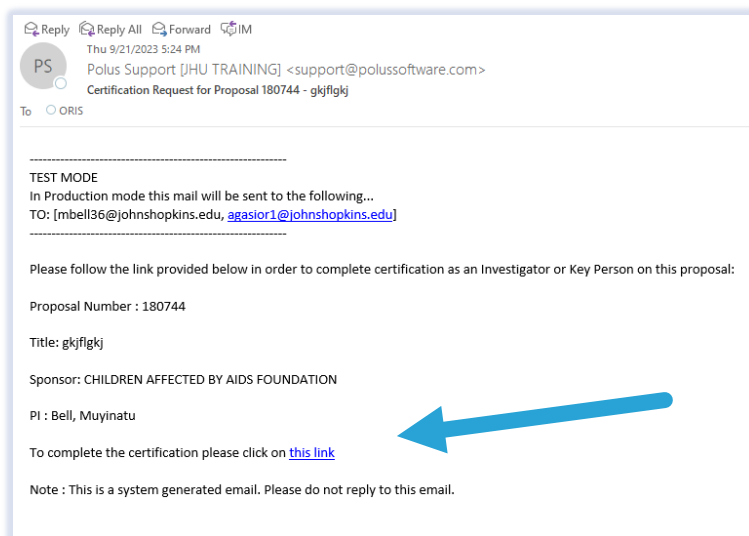| Who?	Provide the information for:	Provide the information for:
PI	Certification	Questionnaires (may vary but usually include the Compliance and International Questionnaires)
Key Person	Certification	N/A

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:

ORIS
JOHNS HOPKINS UNIVERSITY
OFFICE OF RESEARCH INFORMATION SYSTEMS

☐ This link will take you to the Certification page in the Proposal record.
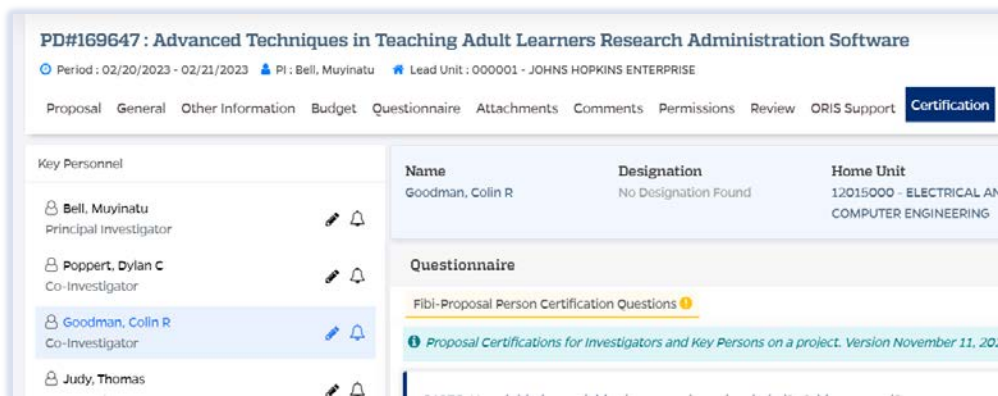
☐ Click on the **edit icon** (blue pencil) next to your name.
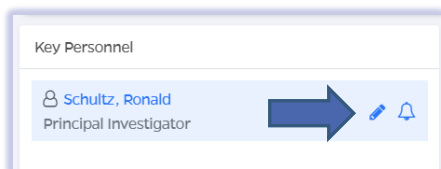

☐ Complete the Certification questions. If you need clarification on what a question means, reach out to your department contact.

☐ 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:

Please note there are <u>multiple tabs</u> (see blue arrows below) for the Questionnaires and these vary, but usually include the Compliance and International Questionnaires.

☐ Click on each **Questionnaire** tab in the menu at the top of the screen.
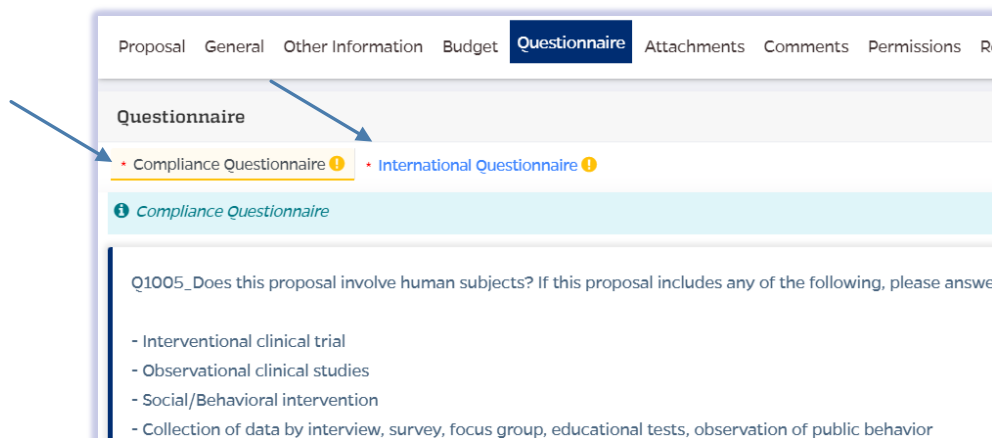
Once the Questionnaire tab is chosen, **<u>one or more tabs</u>** will show with Questionnaires that must be completed in order to submit the Proposal Development Record. Questionnaires will display with a yellow exclamation mark if they are not completed.

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.

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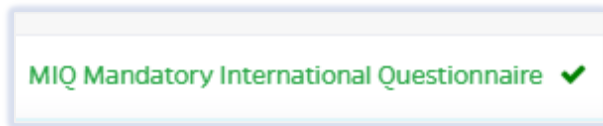
All Questionnaires must be completed before a Proposal Development record can be routed for approval.