

Quick Reference Guide for Campus Research Administrators

How to Assign a PI to a Closeout

The GUIDANCE CERTIFICATION fields will be open and editable once the financial information is entered and the CERTIFICATION tab questions answered.

Once a closeout is ready for PI assignment, the following steps should be taken:

- 1) Select the GUIDANCE CERTIFICATION tab
 - Go to the Certifier field
- 2) Either enter the Unity ID of the PI or click on the magnifying glass and search for the PI's name
 - When found, click the hyperlink for the desired PI name
 - The name will automatically be transferred to the CERTIFIER field
- 3) Once the desired name is displayed, press the ASSIGN CERTIFIER button
- 4) Your name and date will now populate the ASSIGNED BY: and ASSIGNED DATE: fields

Closeout Form | Cost Share | **Guidance Certification** | Certification | Approval | Comments

Project ID: 553552 Sequence: 1 Type: Final

Federal Certification:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

3 Assign Certifier

Certifier: GCA George C Allen Certified?

Assigned By: Dollie S Moore Certified By:

Assigned Date: 04/19/16 3:24PM Certified Date:

- 5) Press the SAVE button to ensure the selection is saved
- 6) At this point an email will be sent to the PI (Assigned Certifier) requesting certification of the closeout and information
 - The PI can access the closeout a few different ways:
 - Via the email notification
 - Via the Contracts & Grants folder
 - Via the Faculty and Staff Folder/Section
- 7) If the PI does not certify, the CBO has the ability to assign a new certifier. This can include but is not limited to the Department Head, Research Dean, etc.
- 8) Once the closeout has been certified, the CBO can initiate the CBO Final Approval and route the form to C&G for processing.