

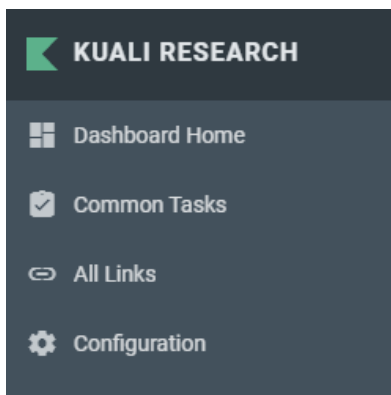
## How to Complete the Proposal Person Certification

All named SIUE personnel (including Principal Investigators, Co-Investigators, and other Key Personnel) in Kualo are required to complete the Proposal Person Certification for each proposal that they are on. Below is a step-by-step guide on how to complete this certification.

1. Go to <https://siue.kuali.co/res/>
2. Log-in with your SIUE e-ID and password

A login form titled "Enter your e-ID and Password". It contains two input fields: "e-ID:" and "Password:". Below the "e-ID:" field is a link: "What is an e-ID? [Find out here.](#)". Below the "Password:" field is a link: "Forget your password? [Find help here.](#)". There is a checkbox labeled "Warn me before logging me into other sites." and a "LOGIN" button next to a "clear" link.

3. Click Common Tasks.



4. Under Proposal Development on the right, select All My Proposals.

**Proposal Development**

All My Proposals

Create Proposal

Search Proposals

5. Scroll down and look for the proposal you wish to certify under **Project Title**. Then, on the left, under **Actions**, click **view**.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title
<a href="#">view</a> <a href="#">edit</a> <a href="#">copy</a> <a href="#">medusa</a>	161	6402	New	In Progress	Youth Career Pathway Initiative

6. On the left, click **Key Personnel**.

**Basics** ▾

Proposal Details

Delivery Info

Sponsor & Program Information

Organization and Location

**Key Personnel** >

7. Then, click **Personnel**.

**Key Personnel** ▾

Personnel

Credit Allocation

8. In the center of the screen, click the **drop-down arrow** next to your name.

▾ Jesse E. Dixon (Principal Investigator)

9. On the right, click on the **Proposal Person Certification** tab.

[Details](#)  
 [Organization](#)  
 [Extended Details](#)  
 [Degrees](#)  
 [Unit Details](#)  
 [Person Training Details](#)  
 [Proposal Person Certification](#)

## 10. Answer the seven questions.

### Proposal Person Certification

[Clear All Answers](#)

I certify that the information submitted within this application is true, complete and accurate to the best of my knowledge. I understand that any false, fictitious, or fraudulent statements or claims may subject me, as the PI/Co-PI/Co-I, to criminal, civil or administrative penalties. I agree to accept responsibility for the conduct of the project and to provide the required reports if an award is made as a result of this application. [?](#)

Yes

I certify the above statement is true

I certify that I have read and understand [Policy 109 Conflicts of Interest and Commitment](#) and that I have filed the required disclosure if one is required for all perceived or real conflicts of interest or conflicts of commitment with regard to this proposal. [?](#)

Yes

I certify the above statement is true

I certify that I understand my requirements under the [SIUE Data Retention Schedule](#) and that I will maintain required data and make it available for access by the University and sponsor for the duration of the awarded project period and for a period of 5 years following project closeout or later if there is an ongoing investigation [?](#)

Yes

I certify the above statement is true

Have lobbying activities been conducted on behalf of this proposal? [?](#)

Yes

No

Are you currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from current transactions by a federal department or agency? [?](#)

Yes

No

I agree to abide by current SIUE, federal and state policies and certify that all required actions have been or will be taken to comply with these policies. [?](#)

Yes

I certify the above statement is true

Does this project contain a Non-Financial Conflict of Interest(COI) or a Conflict of Commitment? (click blue i for further explanation) [?](#)

Yes

No

## 11. Then, at the bottom of the screen click **Save**, then click **Close**.

## 12. In the pop-up box, click **Yes**.

Please Select ×

Would you like to save this document before you close it?