Q: If the questionnaires have been completed and no errors appear under Data Validation, then why is the PI still unable to Save & Submit the proposal into routing?

A: The PI must complete the Proposal Person Certification (located under the Key Personnel).

Step 1–Navigate to the Key Personnel tab, then click the arrow (next to the PI's name) to point downward.

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Step 2–Click the **Proposal Person Certification** tab and complete the required questions.

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Step 3–Click save.

Finally, the PI should take the following 3 steps to complete their review and submit the proposal into routing:

Step 1–Navigate to the Summary/Submit tab.
Step 2–Click each tab to review proposal pieces.
Step 3–Click Approve to route the proposal forward.