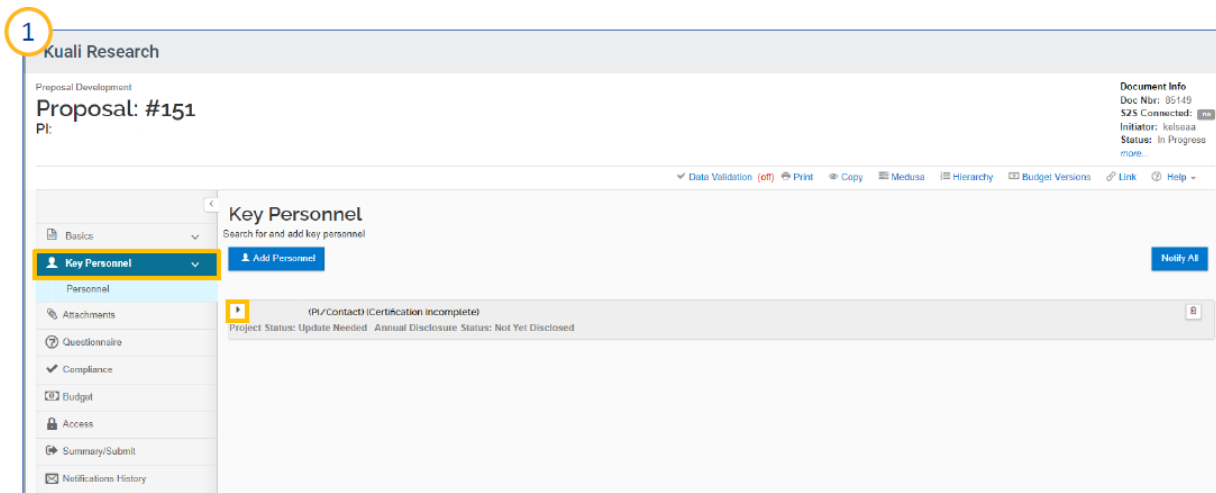


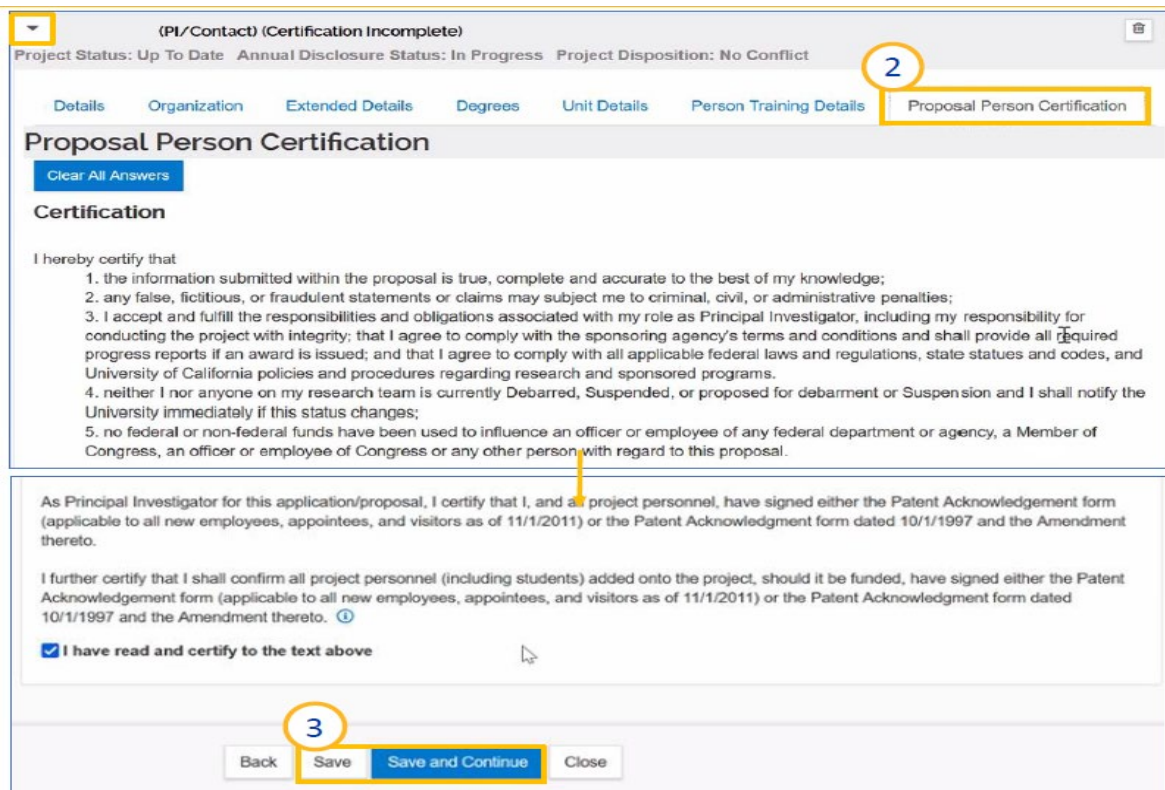
Q: If the questionnaires have been completed and no errors appear under Data Validation, then why is the PI still unable to Save & Submit the proposal into routing?

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.



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



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.