

RAPID Topic

Creating and Managing Proposal Certifications

v02/01/2011

Certifications Page

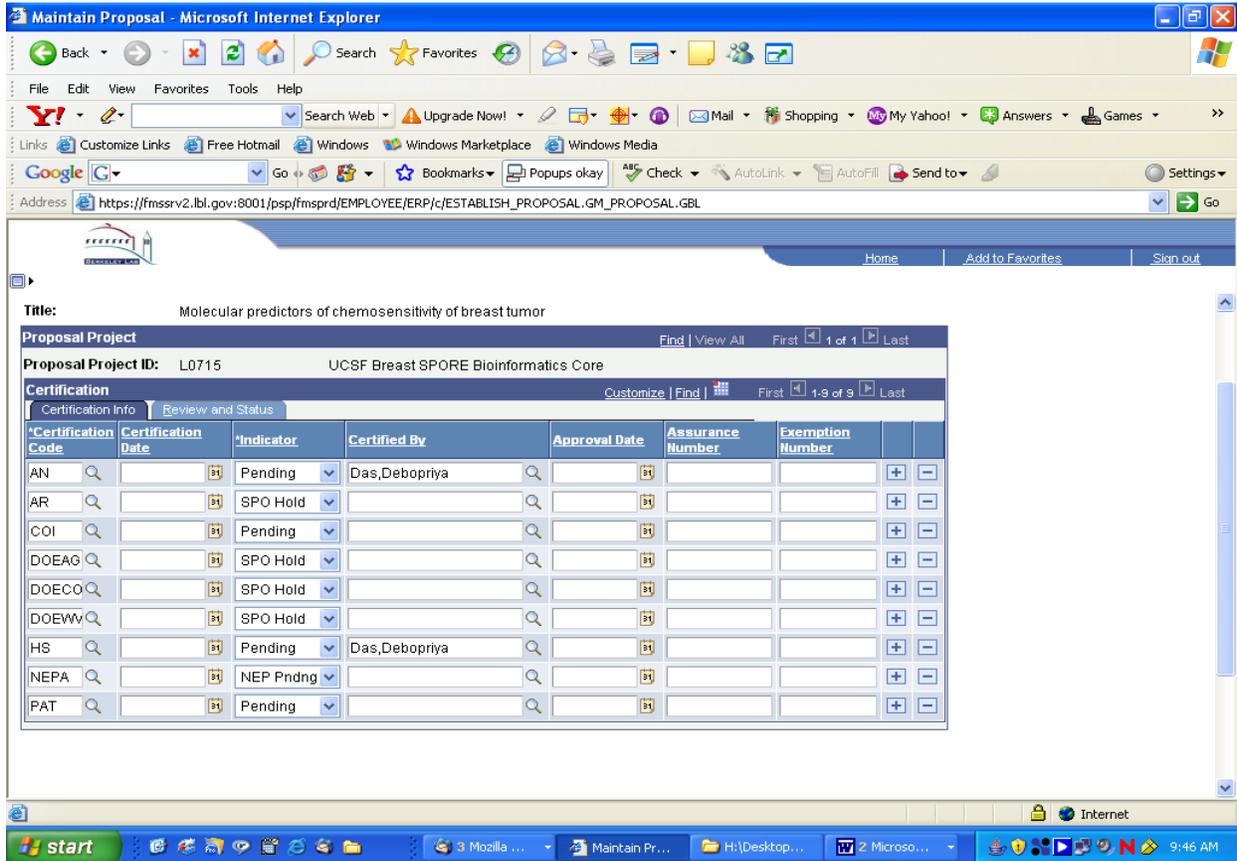
The **Certification** page can have up to eight (8) internal review and approvals that may be attributable to your proposal.

At the time of proposal submission Divisions complete the Certification Indicators for:

- Animals (AN)
- Human Subjects (HS), and
- NEPA/CEQA

The updates/approvals will be done by the OSPIP Contracts Officers as part of the Award Generation review procedure.

DO NOT DELETE LINES. The certifications displayed are those that are required for that proposal/award category.



Step	Action
1.	Do not enter a date under Certification Date
2.	<p>Next, select the certification indicator. Please see the next page for the appropriate Certification Indicator for the different types of actions.</p> <p>For this example, select Yes. Click the Indicator list. <input type="text"/> Click an entry in the list. <input type="text" value="Yes"/></p>
3.	Next enter the person's name that authorized the certification. For Animal and Human subjects, the name must be the PI's. Enter the desired information into the Certified By field. For Training, enter " Gale,Phyllis ". Press [Tab] to next field.
4.	Enter the date on which the certification was approved. Enter the desired information into the Approval Date field. Enter " 07/13/2008 ".

Certification Panel Definitions and Data Entry Grid

Certification Code	Definition
AN	Animal Use:
AR	Accounts Receivable Review and Approval
ARRA	ARRA Award Date
COI	Conflict of Interest
DOEAG	DOE Approval of Agreements with NonStandard Terms and Conditions.
DOECO	DOE Contracting Officer Approval of Proposals
DOEWV	DOE Financial Approval of Waiver of Federal Administration Charge (FAC)
HS	Human Subjects
NEPA	NEPA/CEQA Review

Divisional Certification Actions (PI, Administrative Staff, NEPA/CEQA)

Certification Code	Cert Date	Indicator	Certified by	Approval Date
AN	Blank	Pending	Blank	Blank
	Blank	N/A – Animals will not be used on the research	PI's Name	Date PI approved Proposals
	Blank	Yes – Animal Use approved and research may commence	Chris Byrne Name	Date of Approval
	Blank	No – Animal Use no approved and research may not commence	Chris Byrne Name	Date of Disapproval
HS	Blank	Pending	Blank	Blank
	Date of Review	N/A – Humans will not be used on	PI PI's Name	Date PI approved Proposal.
	Blank	Yes – Human Use approved and research may commence	Chris Byrne Name	Date of Approval
	Blank	No – Human Use no approved and research may not commence	Chris Byrne Name	Date of Disapproval
NEPA	Blank	Pending	Blank	Blank
	Date of OSPIP Review	N/A – Users Only	OSPIP CO's Name	Date of Review
	Blank	Yes – NEPA/CEQA Approved	NEPA/CEQA Reviewers Name	Date of Approval
	Blank	No – NEPA/CEQA disapproved.	NEPA/CEQA Reviewers Name	Date of Disapproval

**Office of Sponsored Projects & Industry Partnerships -
 Certification Actions** (for informational purposes)

Certification Code	Cert Date	Indicator	Certified by	Approval Date
AR Review	BLANK	OSPIP Hold	Blank	Blank
AR Review is Automated for proposals that produce new awards – The Indicator will change based on the award and advance type entered by the OSPIP CO. There is no AR review for Amendments or incremental funding.				

ARRA Award Date	Blank	Yes	OSPIP CO's Name	Date of Award (NIH Issue date)
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COI	Blank	Pending	Blank	Blank
	Date of OSPIP Review	N/A – see list below	OSPIP CO's Name	Date of Review
N/A – Other Federal Agencies (excluding PHS/NIH,NSF), State and Local Government, Universities/ Colleges and Other Sponsors on the UCOP Exempt List (excluding the American Cancer Society, American Heart Association, UCOP Special Research Programs, UCOP Discovery Program, and awards where the Primary Sponsor is PHS/ NIH and NSF)				
	Date of OSPIP Review	Yes –Positive Disclosure. COI Approval Required	LBNL COI Coordinator's Name	Approval Date of COI approval. Leave Blank if disapproved. Put Note in "Comments" that COI was disapproved.
	Date of OSPIP Review	No – Negative Disclosure. COI Approval NOT Required	OSPIP CO's Name	Date of OSPIP CO's review
DOEAG	Blank	OSPIP Hold	Blank	Blank
	Date of OSPIP Review	N/A – Doesn't go to DOE for Approval	OSPIP CO's Name	Date of COs review
	Date sent to DOE CO	DOE Pending – Goes to DOE for Approval	Blank	Blank
Refer to DOE Approval Process Documentation				

Certification Code	Cert Date	Indicator	Certified by	Approval Date
DOECO	Blank	OSPIP Hold	Blank	Blank
	Date of OSPIP Review	N/A – Doesn't go to DOE for Approval	OSPIP CO's Name	Date of COs review
	Date sent to DOE CO	DOE Pending		
Refer to DOE Approval Process Documentation				
DOEWW	Blank	OSPIP Hold	Blank	Blank
	Date of OSPIP Review	N/A – Doesn't go to DOE for Approval	OSPIP CO's Name	Date of CO's review
	Date sent to DOE CO	DOE Pending	Blank	Blank
Refer to DOE Approval Process Documentation				