

# PI Certification for MPI Grants

rev. 9/22/19

- ✓ For Multiple PI (MPI) National Institutes of Health (NIH) grants, the contact PI must first complete the Finalize tab. [Finalize Instructions](#) | [NIH S2S Finalize Instructions](#)
- ✓ After the contact PI completes the Finalize tab, all the PIs including the contact PI, will be prompted to certify the project as part of the submission route. All MPIs must certify.

## The Route - Pictorial

1. PI approves      2. Submits to Dept(s)      3. Dept(s) Approves      4. Submit to GCO



NIH MPI grants have additional steps. See following slides.

# PI Certification for MPI Grants

**Step 1 -**  
Each PI will receive an email notification to sign off. Click on the “Review Dashboard” link in the email.

**Or Start Here**

- **Log on** to InfoEd.
- Click on “Open” in My Action Items box.
- Open the project folder.

 **Administrator, InfoEd** ACTION REQUIRED: PD19-00433

From:  Administrator, InfoEd <infoed@mssm.edu>  
To:  Gottlieb, Allison  
Cc:  Villa, Jelixa (MSH)  
Subject: ACTION REQUIRED: PD19-00433

Jorge Lopez from the department of Test Department has submitted a proposal numbered PD19-00433 titled Finalize Tab - MPI grants for your review.

To ensure a timely submission of the application, we ask that you promptly review the proposal and add any comments you may have.

Review the proposal by clicking this link: [Reviewer Dashboard ..](#)



**Icahn School of Medicine at Mount Sinai** | Logged in User: **Allison Gottlieb** | Wednesday, September 11, 2019

Find Funding

Records found: 2. Displaying page 1 of 1 | Order By: Assigned | Ascending | Sort

**My Open Action Items**

**1**

**Review & Sign-off**  
Proposal - PD19-00433  
PI: Lopez, Jorge (Test Department)  
Title: Finalize Tab - MPI grants  
Open Action Items: 0

**My Action Items**

**Open**  
Completed

# PI Certification for MPI Grants

Step 2 -  
Click on Review Tab.

Step 3 - Change the Review Status to  
“Reviewed” in each Form/Document.

Step 4 - Click on Save icon.



Proposal - *Initial Application* Save your data or it will not be recorded...

**Number:** PD19-00433  
**Title:** Finalize Tab - MPI grants  
**Sponsor:** National Institutes Of Health/DHHS  
**Submitted:** 09-Sep-2019 12:30:23 PM

Form/Document	Document Type	Submitted	Review Status
<a href="#">Finalize Tab - MPI grants</a>		04-Sep-2019 1:19:09 PM	Reviewed
<a href="#">New / Competitive Renewals / Resubs v1.6.3</a>	eForm	09-Sep-2019 12:30:25 PM	Un-Reviewed

Add Comments:

My Decision is:  
Approved  
Disapproved  
Revision Needed

Step 5 -  
Select Approved from the Decision box.

My Decision is:  
Approved  
Disapproved  
Revision Needed

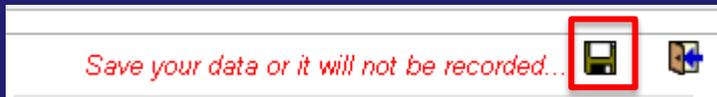
# PI Certification for MPI Grants

## Step 6 -

**Review certification language  
and click on Accept.**

## Step 7 -

**Click on Save icon.**



This is an NIH application that is not an NRSA and I certify that the following statements are true and accurate:

1. The information submitted within the application is true, complete and accurate to the best of my knowledge.
2. Any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

OR

This is an NRSA application and I certify that the following statements are true and accurate:

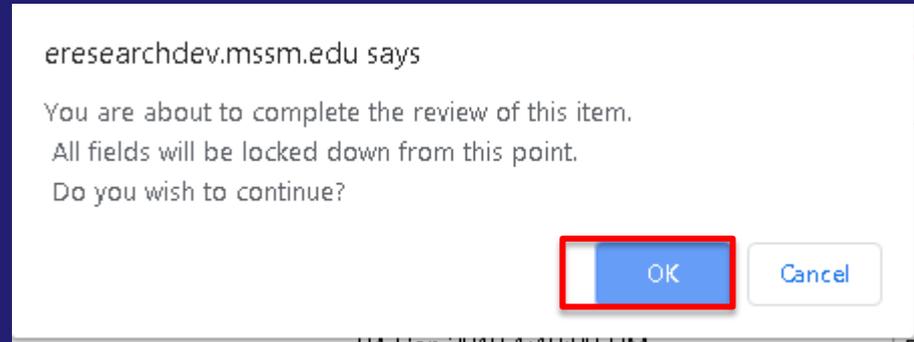
- 1) The information submitted within the application is true, complete and accurate to the best of the Fellow's and Sponsor's (Mentor's) knowledge;
- (2) Any false, fictitious, or fraudulent statements or claims may subject the Fellow and Sponsor(s) (Mentor) to criminal, civil, or administrative penalties;
- (3) The Sponsor(s) (Mentor) will provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application;
- (4) The Fellow has read the Ruth L. Kirschstein National Research Service Award Payback Assurance and will abide by the Assurance if an award is made, and that the award will not support residency training.

**Accept**  
 **Decline**

# PI Certification for MPI Grants

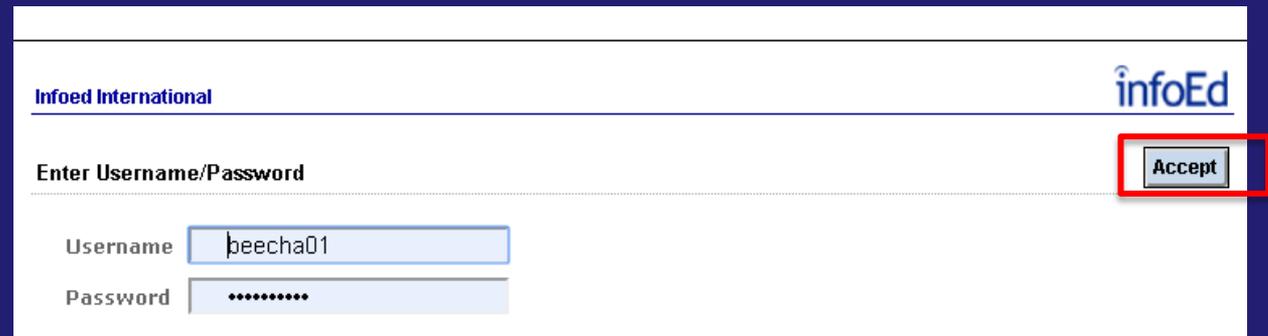
## Step 8 -

Click on OK.



## Step 9 -

Click on Accept.



InfoEd International infoEd

Enter Username/Password

Username

Password

Accept

The form has a white background. At the top left is 'InfoEd International' and at the top right is the 'infoEd' logo. Below the logo is a horizontal line. Underneath is the text 'Enter Username/Password'. There are two input fields: 'Username' with the value 'beecha01' and 'Password' with a masked value of seven dots. To the right of the password field is a grey 'Accept' button with a black border, which is highlighted with a red rectangular border.

# PI Certification for MPI Grants - Successfully Certified!

Active Routing Progress						
<a href="#">Open Full</a> 						
PD19-00433 - Jorge Lopez "Finalize Tab - MPI grants"						
Route Name	Route Type	Step Number/Name	Who	Notified	Decision	
NIH GCOC1 - Final Review Team 1	Final Review	Step 1 - 1. Principal Investigator(s)	Jorge Lopez	 09-Sep-2019 12:30:26 PM		
NIH GCOC1 - Final Review Team 1	Final Review		Allison Gottlieb	 09-Sep-2019 12:30:26 PM	Approved - Approved	
NIH GCOC1 - Final Review Team 1	Final Review		Hadijah Vactor	09-Sep-2019 12:30:27 PM		
NIH GCOC1 - Final Review Team 1	Final Review	Step 2 - 2. Dept/Div Admin	Marcia Cho			
NIH GCOC1 - Final Review Team 1	Final Review		Steven Leder			
NIH GCOC1 - Final Review Team 1	Final Review		Dana Levitt			
NIH GCOC1 - Final Review Team 1	Final Review		Robin Brenner			

✓ Click on the Route tab and you will see that you approved it.