

Instructions for Completing the Co-PI/Other Personnel Certification

The Co-PI Certification and Proposal Information Form provides basic information needed to review and approve proposals, serves as a checklist for compliance obligations, and provides information for institutional files and databases on grants and contracts. It is for internal purposes only and is not transmitted to the sponsor with the proposal submission.

Some sponsors require additional individuals, such as those designated as Other Senior Personnel, etc., to provide compliance and certification information as well. This form is also to be used in those instances.

Proposal Information

Co-PI Name: The first and last name of the Co-Principal Investigator (PI) or other personnel submitting the form.

PI Department: The departmental affiliation of the Co-PI/ other personnel.

PI S0#: The University ID of the Co-PI/other personnel.

Proposal Title: The title of the proposal as indicated on the application documents to be submitted to the sponsoring agency. This should be a descriptive title of the work proposed.

Sponsor: Enter the name of the primary source of the funding (the organization/agency that is being applied to for funding), such as NSF, NIH, NEA, Missouri Arts Council, Missouri Foundation for Health, DESE, etc.

Project PI Name: The first and last name of the SEMO Principal Investigator (PI) or Project Director (PD). This is the lead person on the proposal and the project team.

Certifications

By signing the form and submitting the proposal, the Co-PI is certifying to the items listed. Many of these certifications are required by sponsor guidelines and/or federal regulations. Please read all items carefully, and if you have any questions or have items that must be disclosed, contact ORSP for further guidance.