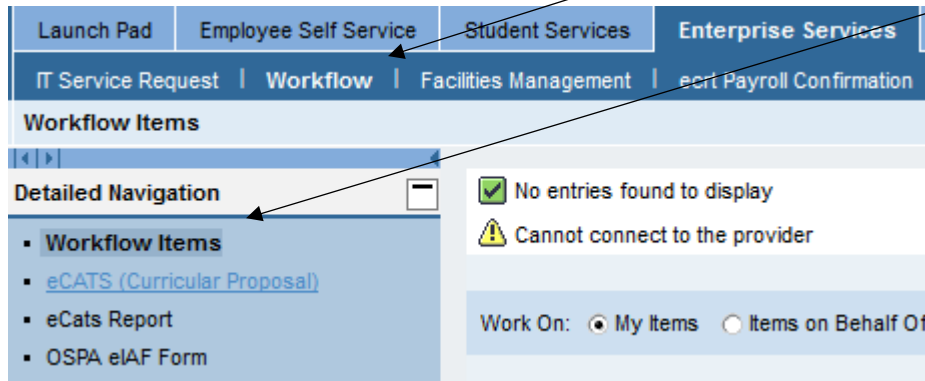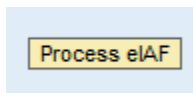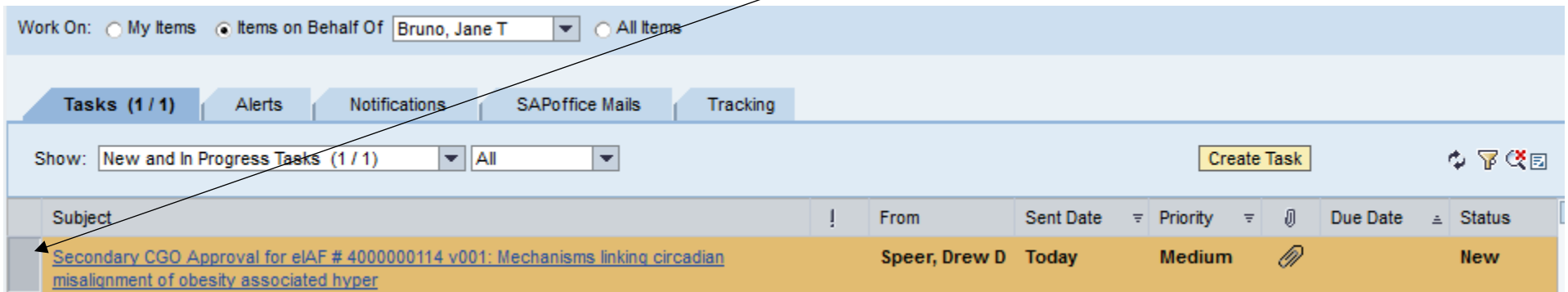# Certifying in the new eIAF 2.0

NOTE: For assistance or questions, please contact your COM Grants Proposal Specialist (GPS). Not sure who your GPS is? Click here to find the GPS (listed in the Pre Award column) who serves your department: https://research.med.uky.edu/sras-department-assignments

Please use Internet Explorer (IE) or Firefox as your browser when certifying the new version of the eIAF (2.0)

1. After logging into MyUK, please go to Enterprise Services and Workflow like before and then select "Workflow Items" on the left-hand side.

Launch Pad	Employee Self Service	Student Services	**Enterprise Services**

IT Service Request | **Workflow** | Facilities Management | ecrt Payroll Confirmation

Workflow Items

|◄|►|

Detailed Navigation   ☑ No entries found to display

- **Workflow Items**   ⚠ Cannot connect to the provider
- eCATS (Curricular Proposal)
- eCats Report   Work On: ⦿ My Items   ○ Items on Behalf Of
- OSPA eIAF Form

2. After selecting Workflow items, you should see the screen below and will click the blank box to the left of the item you want to certify if it isn't already highlighted.

Work On: ○ My Items ⦿ Items on Behalf Of [Bruno, Jane T ▼] ○ All Items

Tasks (1 / 1)	Alerts	Notifications	SAPoffice Mails	Tracking

Show: [New and In Progress Tasks (1 / 1) ▼] [All ▼]   [Create Task]   ↻ ▽ ⦸🗉

	Subject	!	From	Sent Date	⇁	Priority	⇁	🖉	Due Date	⩲	Status	
	Secondary CGO Approval for eIAF # 4000000114 v001: Mechanisms linking circadian misalignment of obesity associated hyper		Speer, Drew D	Today		Medium		🖉			New	

[Process eIAF]

3. Next, scroll down to the bottom of the screen and select "Process eIAF"

4. The eIAF will look like the screen below with a scroll bar in the middle that you can drag down to view the budget, enrichment, answers to project information questions, and keywords. Additionally, in the "General" tab it notes the alternate department and the physical location of the research. Items below on the right hand side are attachments, and you can click the glasses to see them. **NOTE: Word documents cannot be accepted as uploads; pdf and Excel documents can be accepted.**

eIAF# 004000000031 - In Process		Principal Investigator Certification

General

test for training

Principal Investigator	**Sponsor**	Alternate Department:	
Drew D Speer - 7H01E COM Sponsored Research Admin Svcs	NATIONAL INSTITUTE OF HEALTH	Physical Location:	KY CLIN
	Deadline: No Specific Deadline	Proposal Is:	New
		Activity Is:	Researc
		Additional Activity Information:	Basic Re

Attachments

Display	Description	File Name	Creator	Date	Time
👓	Budget	TEST 1.XLSX	MBFORS2	12/09/2016	14:30:17
👓	Budget Justification	TEST 2.PDF	MBFORS2	12/09/2016	14:30:33

Upload File

*Description: [⌄]

*File Name: [   ] Browse...

[Upload]

Budget

Budget

Total Project Period

*From: 01/01/2017 *To: 12/31/2018 *Total Period Request: 1

☐ Is this fixed-price?

Proposal Budget Summary

Type	Sponsor	University	Total
Personnel	1		1
Travel			
Equipment			
Tuition			
Patient Care			
Rent			
Subaward(s)			
Other Direct Costs			
Facilities & Administrative			
Total	1		1

Enrichment Award

Enrichment Award

	*Department/Unit	Department Description	Percent Allocation
	7H01E	COM SPONSORED RESEARCH ADMINISTRATIVE SERVICES	0.00
		Total	0.00

Project Information

Answered No to all questions

Keywords

test

5. If the budget includes cost share it will look like the below (amounts in the University line), which includes and explanation of the cost share and either an explanation of the source of the funds or an account number listed (dependent upon whether cost center or other is selected). Please contact your Department Administrator if you have concerns about the account being used for cost share

☐ Is this fixed-price?

Proposal Budget Summary

Type	Sponsor	University	Total
Personnel	10,000	5,000	15,000
Travel			
Equipment			
Tuition			
Patient Care			
Rent			
Subaward(s)			
Other Direct Costs	10,000		10,000
Facilities & Administrative	5,000	2,500	7,500
Total	25,000	7,500	32,500

University Expense

＊Explain why you are not requesting the sponsor to cover the full cost of the project:

cost share for PI

Attach commitment letters if applicable.
If the sponsor will not pay full Facilities & Administrative costs attach a copy of their written policy.

＊Indicate the specific source of any University funds to be used to conduct this project:
○ Cost Center   ⦿ Other

＊Describe:

department funds

6. If everything is acceptable, select the Principal Investigator certification button at the top. If you see any issues or have question please contact your GPS and discuss with them if certifying is appropriate or if a new eIAF is needed in place of the current one.

Internal Approval Form

⟵ Back   Principal Investigator Certification   🖶 Print   ✖ Cancel

eIAF# 004000000031 - In Process

7. Once you see the certification screen, you can certify the eIAF by reading the certification language below, checking the box at the bottom of the screen, and then selecting continue.

Internal Approval Form

eIAF# 004000000031 - In Process   **Principal Investigator Certification**

PI CERTIFICATION: The information submitted within the application is true, complete and accurate to the best of my knowledge; any false, fictitious or fraudulent statements or claims may subject me to criminal, civil or administrative penalties and I agree to accept responsibility for the scientific conduct of the project and provide the required progress reports if a grant is awarded as a result of this application. If the proposal is awarded, I will accept responsibility for the financial and administrative management of the project.

ALL INVESTIGATORS' CERTIFICATION: My signature below indicates that 1) I am not presently debarred or suspended from receiving federal funds, 2) no federal funds were used for lobbying activities in connection with this proposal, 3) I am not delinquent on any federal debt, 4) the budget represents the best estimate of the full costs of the project and identifies all sources of funds to cover full costs, and 5) if the proposal is funded I will adhere to University policies including those pertaining to conflict of interest, ethical standards in the conduct of research, intellectual properties, the use of humans and animals in research and financial management of sponsored projects.

I understand the requirements of AR 7:2 "Financial Conflicts of Interest in Research" and related ARs and GRs on financial conflicts of interest; my "Financial Disclosure Statement" is up to date as of today; I agree to comply with conditions and restrictions imposed by the University to manage, reduce or eliminate financial conflicts of interest.

I certify that if any of my significant financial interests relate to this project, they have been fully disclosed in my "Financial Disclosure Form." If a conflict of interest is determined to exist, I will have an approved management plan in place prior to expenditure of any awarded funds.

If this proposal is funded, I agree to complete Financial Conflict of Interest Education before any funds are expended.

For purposes of this certification "related" means: my significant financial interest could be affected by the research; or is in an entity whose financial interest could be affected by the research.

Special Certification for the Sponsor and Fellow on NIH individual Fellowship Applications

(1) the information submitted within the application is true, complete and accurate to the best of the Fellow's and Sponsor's knowledge; (2) any false, fictitious, or fraudulent statements or claims may subject the Fellow and Sponsor to criminal, civil, or administrative penalties; (3) the Sponsor will provide appropriate training, adequate facilities, and supervision if a grant is awarded as a result of the application; (4) the Fellow has read the Ruth L. Kirschstein National Research Service Award Payback Assurance (See Section I. Service Requirement) and will abide by the Assurance if an award is made; and (5) the award will not support residency training.

Ruth L. Kirschstein National Research Service Award Payback Assurance

If you have any questions about this certification, contact the COI administrator at 257-0579 or Kelley.King@uky.edu

☑ By checking this box I acknowledge that I have read and understand the above statement

⬅ Back   ➡ Continue

8. If you would like to leave a comment about the eIAF, you can do so on the following screen. NOTE: Any comments will be viewable by anyone who certifies the eIAF after you or processes it once it reaches the Office of Sponsored Projects Administration (OSPA). Finally, please select Submit at the bottom and that will complete the certification process.

Internal Approval Form

eIAF# 004000000031 - In Process

Comment

If you would like to comment, please enter it below. Otherwise, choose Submit to complete the workitem.

Maximum 250 Characters:

[text box]

⬅ Back   ▣ Submit