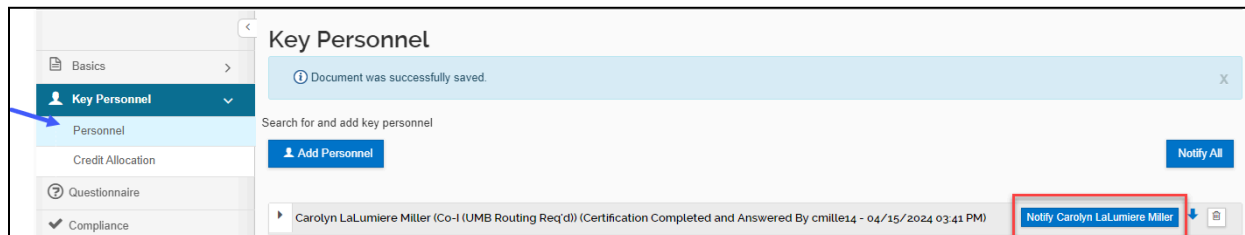


UMD Personnel Modifying Completed Certification Answers

When UMD Personnel need to modify their Certification responses after initially submitting their certification, there are four ways to connect the UMD Personnel back to their specific certification screen. The Notify All will not send a new notification to UMD Personnel with completed certifications.

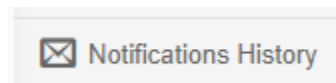
- 1) Open the development proposal and click on Notify (UMD Key Personnel Name) on the Key Personnel screen.



- 2) Ask the UMD Personnel to return to the original email that notified them of the certification. The UMD Personnel can click on Click Here to Complete Certification Questionnaire in that email, and it will return them to their certification screen.

Please review the following proposal and then complete the certification questions if you agree to participate in the project. Proposal Details as follows:
Proposal Title: Sample Proposal
Principal Investigator: Sally Egloff
Lead Unit: 1151501 - VPA-Office of Budget & Fiscal Analysis
Sponsor: 000060 - US Department of Commerce - NOAA
Deadline Date: 05/30/2024
Proposal Number: 77347
Link to review proposal: [Click Here to Review Proposal tabs](#) Credit Allocation is found under the Personnel tab
Link to complete certification: [Click Here to Complete Certification Questionnaire](#)

- 3) Open the development proposal and click on Notifications History on the bottom left:



Within Notifications History, copy the item that contains the Notification message for which the investigator is the recipient.

Date Created	Recipients	Subject	Message
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03/29/2024 11:51 AM	ckang1	Certification is required for Proposal: Sample Proposal	<p>Please review the following proposal and then complete the certification questions if you agree to participate in the project. Proposal Details as follows:</p> <p>Proposal Title: Sample Proposal</p> <p>Principal Investigator: Sally Egloff</p> <p>Lead Unit: 1151501 - VPA-Office of Budget & Fiscal Analysis</p> <p>Sponsor: 000080 - US Department of Commerce - NOAA</p> <p>Deadline Date: 05/30/2024</p> <p>Proposal Number: 77347</p> <p>Link to review proposal: Click Here to Review Proposal tabs Credit Allocation is found under the Personnel tab</p> <p>Link to complete certification: Click Here to Complete Certification Questionnaire</p>
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Forward the copied message to the UMD Personnel and ask them to click on Click Here to complete the Certification Questionnaire. Be sure to retain the links as they are specific to each UMD Personnel.

Last Updated May 9, 2024