



PI and Key Personnel

Certifications and Questionnaires in Fibi

Who?	Provide the information for:	Provide the information for:
PI	Certification	Questionnaires (may vary but usually include the Compliance and International Questionnaires)
Key Person	Certification	N/A

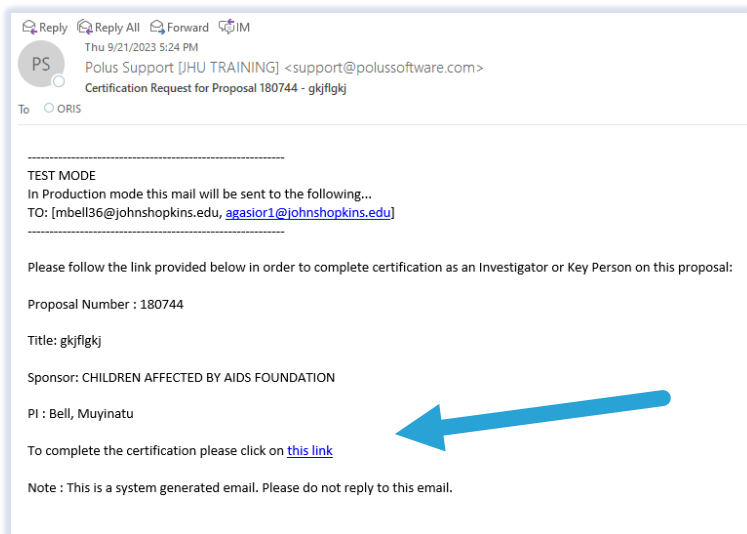
PIs and Key Personnel can complete their own certifications in Fibi. If the PI/Key Personnel does not complete the Certification in the system, a completed and signed Certification must be uploaded as an attachment.

VPN required when off-campus:

If the user is completing the Certification and/or Questionnaires in Fibi and the user is not on campus, your VPN must be connected. Otherwise, the user will get a message that the website cannot be reached. Contact the IT Helpdesk for assistance with the VPN.

How do I complete the Certification information in Fibi?

- ❑ Once you receive the notification email, click on the **link** in the email. The email will look similar to the one below:



- ❑ This link will take you to the Certification page in the Proposal record.

The screenshot shows the 'Certification' tab of a proposal record for 'PD#169647 : Advanced Techniques in Teaching Adult Learners Research Administration Software'. The record is for the period 02/20/2023 - 02/21/2023, with PI Bell, Muyinatu and Lead Unit 000001 - JOHNS HOPKINS ENTERPRISE. The navigation menu includes Proposal, General, Other Information, Budget, Questionnaire, Attachments, Comments, Permissions, Review, ORIS Support, and Certification. The 'Key Personnel' section lists Bell, Muyinatu (Principal Investigator), Poppert, Dylan C (Co-Investigator), Goodman, Colin R (Co-Investigator), and Judy, Thomas. The 'Questionnaire' section is active, showing 'Fibi-Proposal Person Certification Questions' and a link to 'Proposal Certifications for Investigators and Key Persons on a project. Version November 11, 2022'.

- ❑ Click on the **edit icon** (blue pencil) next to your name.

This close-up shows the 'Key Personnel' list with 'Schultz, Ronald' as the Principal Investigator. A blue arrow points to the blue pencil edit icon next to his name.

- ❑ Complete the Certification questions. If you need clarification on what a question means, reach out to your department contact.
- ❑ Click on the **Save** button.

If you are also the PI for this research proposal, you will need to complete the Questionnaires on the Questionnaire tab.

To complete Questionnaires:

- ❑ Click on the **Questionnaires** tab in the menu at the top of the screen.

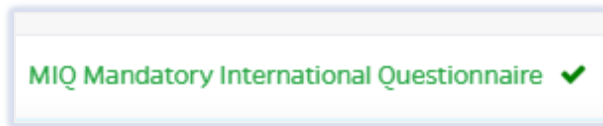
The screenshot shows the 'Questionnaire' tab selected in the navigation menu. It displays two questionnaire categories: 'Compliance Questionnaire' and 'International Questionnaire'. The 'Compliance Questionnaire' is selected, showing a question Q1005: 'Does this proposal involve human subjects? If this proposal includes any of the following, please answer...'. The list of activities includes: 'Interventional clinical trial', 'Observational clinical studies', 'Social/Behavioral intervention', and 'Collection of data by interview, survey, focus group, educational tests, observation of public behavior'.

Once the Questionnaire tab is chosen, one or more tabs will show with Questionnaires that must be completed in order to submit the Proposal Development Record. Questionnaires will display with a yellow exclamation mark if they are not completed.

The tab displays in black font and a yellow background to indicate the Questionnaire being answered.

- Choose the appropriate answers for each question.
- Click on the **Save** button.

Once all the questions have been completed in the Questionnaire, the tab will display with green writing and a green checkmark and Last Updated by (Name) will show in the upper right corner.



All Questionnaires must be completed before a Proposal Development record can be routed for approval.