

Overview:

If the Key Person certifying does **not** have an MIT Kerberos ID, an [MIT Guest Account](#) **MUST** be obtained in order for them to certify. Please allow **three** days from the time of request to the time of adding the individual to a proposal. This will provide sufficient time for the account to be created and fed to Kuali Coeus.

A NOTE ON FELLOWSHIPS:

Per Institute Policy, all Graduate or Postdoctoral Fellows paid on Fellowships must complete a Certification at Proposal phase, regardless of Sponsor.

For most fellowships, the faculty sponsor is listed as the Investigator in the KC proposal and the fellow is listed as a Key Person. These designations are kept at the award stage. On fellowship proposals, **both the Fellow and the Faculty Sponsor must certify.**

Procedure:

General Info

1. If the Sponsor is NIH or falls under the PHS COI Hierarchy List of Sponsors, the option to Notify the individual will appear automatically when adding them to the proposal.



Figure 1 – PHS Active Notify Button

If the Sponsor is NOT among the PHS COI Hierarchy, then PCK in Supplemental Information will need to be flagged. Doing so will activate the certification **Notify** button for the individual.

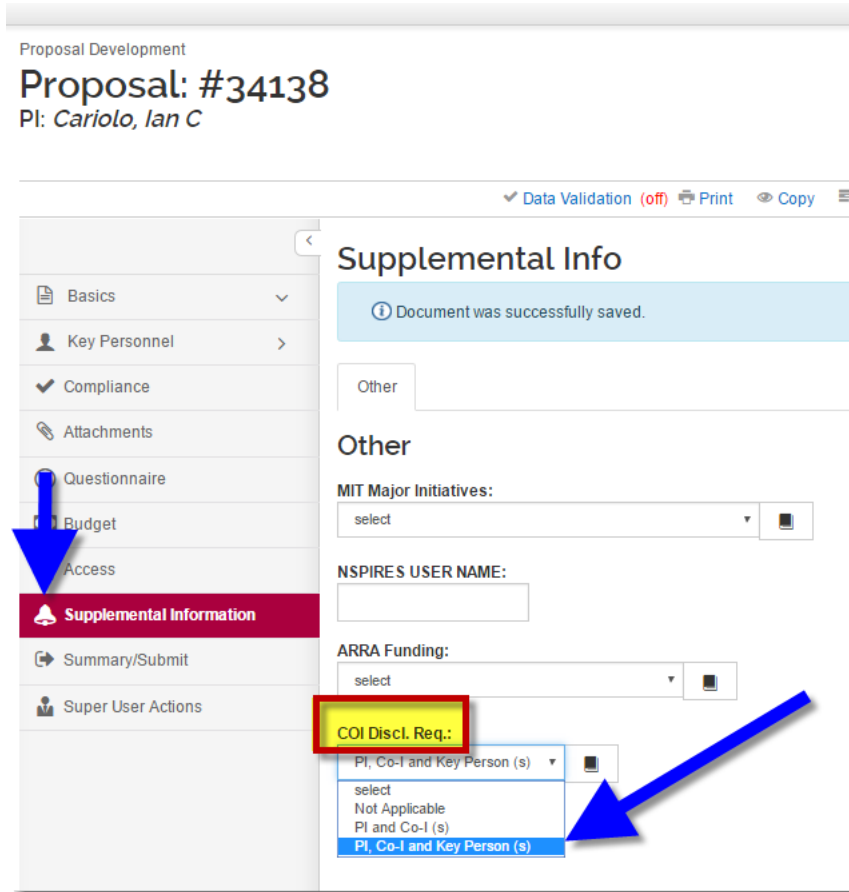


Figure 2 – Key Person Flag

Getting Help:

Email the Kuali Coeus Support Team at ra-help@mit.edu.

Please include your **Name, Contact information**, and the **Proposal Number** you are working on.