

## Overview

This Quick Reference Card explains the Kuali Coeus (KC) proposal notifications sent to all Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs) for every KC proposal. This notification may also be sent to other Key Personnel based upon Sponsor specific requirements.

## Procedure

All PIs and Co-PIs named on a KC proposal must complete Proposal Certification, which includes FCOI screening questions, before a proposal may be submitted to route for internal approvals. Certain Sponsors may also require named Key Personnel to complete FCOI screening questions.

In addition, the KC Proposal Notification also contains information on Federal training requirements as required for certain sponsors.

1. You will receive an email notification with the Subject “**Regarding your Involvement in Development Proposal...**”. The notification is triggered during the proposal development in KC by the proposal Aggregator (Administrator preparing your proposal).
2. The email contains basic information such as PI, Lead Unit, Proposal Number, Sponsor, Deadline Date and Title. For those required to certify, it contains a direct link to **Certify** and additional information on Federal Training and Compliance requirements.
3. Click the [links](#) to go directly to the **KC Certification screen** or to be brought to **resource webpages** for more information on certification or Sponsor requirements.

Hello,

You are receiving this email because you were named as a Principal Investigator (PI), Co-Investigator (Co-PI) or Senior/Key Person on this proposal:

Proposal Number: 75240  
Sponsor: 000500 - NSF  
Title: Kim test RST requirements and New Proposal Type with NSF  
Principal Investigator: Hanlon, Rosemary  
Administrator preparing proposal: kmann

In order to meet federal requirements, MIT policies, and to preserve the integrity of the research enterprise, this proposal cannot begin routing for approval until the following certifications and

**PI Certification and Disclosure:** Please click the link below and proceed to a short series of questions; these questions constitute the PI Certification and Disclosure for this proposal.

Principal Investigators (PIs), Co-Investigators (co-PIs), and Other Senior/Key Personnel will be asked to answer several (yes/no) questions about the proposal and three screening questions related to the [MyFCOI-OPA+](#) system to complete an FCOI disclosure related to this proposal after which your certification is complete and can be routed for approval.

<https://kc-qa-wkly.mit.edu:443/kc-qa-wkly/kc-pd-krad/proposalDevelopment?methodToCall=viewUtility&viewId=PropDev-CertificationView&docId=4586468&userName=rhanlon>

Please note that at this time, Principal Investigators (PIs), Co-Investigators (co-PIs), and Other Senior/Key Personnel on PHS, DOD, and NASA-funded research are required to have valid COI training. CITI helps meet that requirement. Now is a good time to check whether your [COI training in CITI is still valid](#). If it has expired or will expire during the research period, please retake it now to avoid being unfulfilled. The award will remain on hold until the training requirement is completed.

### Research Security Training Required for Federal Agencies:

MIT requires all principal investigators (PIs), co-PIs, and other senior/key personnel engaged in federally funded research (“covered individuals”) to complete research security training. This requirement is outlined in Presidential Memorandum-33 (NSPM-33).

**Note: For NSF and DoE proposals, you must complete the Research Security Training before this proposal can begin routing.**

Please view the [Research Security Training](#) web page to access the modules in Atlas Learning Center and for more information.

If you have any questions, please contact the administrator who is preparing this proposal.

## Getting Help

For questions regarding Kualii Coeus and these topics, email the RA Support Team at [ra-help@mit.edu](mailto:ra-help@mit.edu). Include your **Name**, **Contact Information**, and the **Proposal Number**.