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### A. Login to ePAWS:

1. Log into <https://coeus-web.neu.edu/epaws/login> with your MyNortheastern credentials
2. There are 5 Tabs:
  - *My Proposals*: List of all Proposals associated with Approver/Top Approver
  - *My Review List*: List of all Proposals that are awaiting College Approval
  - *In Progress*: FYI List of Proposals that are started
  - *ePaws Proposals in Development*: List of all Proposals in Development
  - *Completed*: List of all completed ePAWs proposals

### B. How to certify a proposal

**NOTE:** Once GO & College has approved, proposals are listed under “*My Review List*” Tab.

- Select “*My Review List*” Tab.

List of all Proposals associated with you

Proposal Number	Title	Lead Unit	Principal Investigator	Sponsor Name	Prime Sponsor	Deadline Date	Status	Last Updated
10000480	Test: edit User Manual	Center for Coeus Training	Sanchez, Marlon	National Institutes of Health(NIH)		01-19-2018	Awaiting Certification	01-18-2018 10:38 AM Robert Massie

- Select a proposal in “Awaiting Certification” status.
- Review the certification and then check the “I Agree” checkbox and select “Certify” button

#### For PI and/or Multi-PI:

**Certification**

I, **Cyr, Joan** assure that the information submitted within the application is true, complete and accurate to the best of the my knowledge; any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; I am in compliance with relevant university policies and, further, if an award is granted as a result of this application, I will comply with all terms and conditions of the notice of award and applicable laws, regulations and policies.

As PI and/or MPI, I agree to accept responsibility for the scientific conduct, financial, and administrative management of the project and will provide all scientific/technical and other reports as required by the funding agency and NU.

#### For Investigator/Senior Key:

**Certification**

I, **Ajin HK** assure that the information submitted within the application is true, complete and accurate to the best of the my knowledge; any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; I am in compliance with relevant university policies and, further, if an award is granted as a result of this application, I will comply with all terms and conditions of the notice of award and applicable laws, regulations and policies.

### Getting Help

Support: [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)

Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

Last Updated: 7/9/2021



# ePAWs Investigator Certification Instructions

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Once the proposal is certified by **all** proposal personnel, the status changes to **“Certification Completed”**

Proposal Number:	10004592	Status:	Certification Completed
Last Updated:	03/08/2016 14:57. By Cyr. Joan M.		

**Getting Help**  
**Support:** [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)  
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