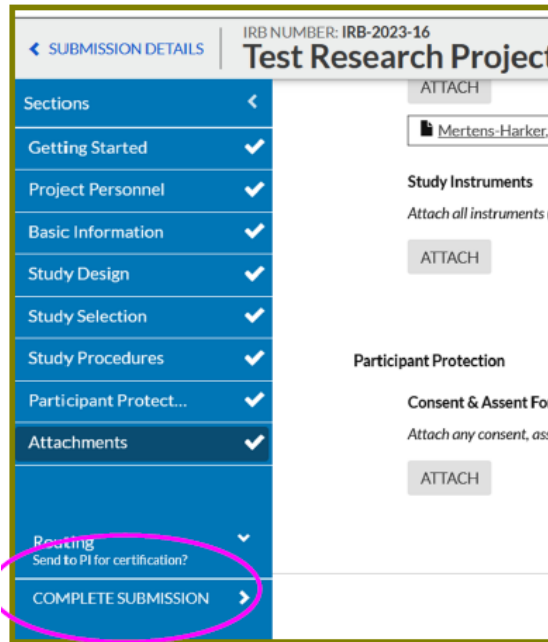


Completing Submission and Certify Routing

When all sections of the submission have a check in the left navigation bar, the “Routing: Send to PI for Certification?” will appear at the bottom of the left blue navigation bar. You may have to scroll down to see it.

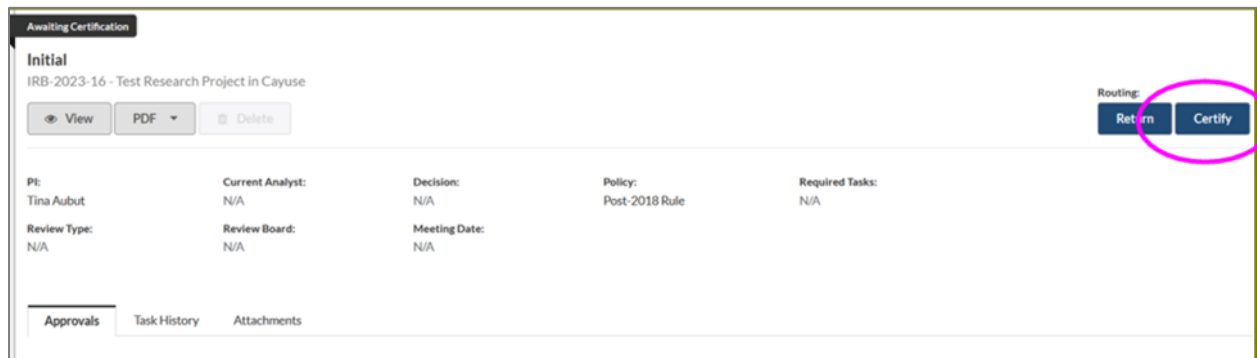


If yes, click on COMPLETE SUBMISSION just below the Routing.

A pop-up message will ask for a confirmation. Click the Confirm button.

Then, in the upper part of the blue left navigation bar click on SUBMISSION DETAILS to go back to the details page and click on the Certify button on the right side of the page.

A pop-up will ask to confirm certification. Click on the Confirm button.



It is recommended that students notify their Faculty Advisor when a draft is complete and routing it to them. ORIO staff can send it back before it is assigned a reviewer if needed.