

Review a Certification

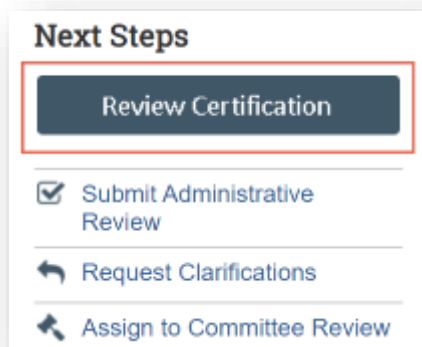
When a certification is assigned to you, it will display in your inbox and you will also receive an e-mail notification.

The certification SmartForm contains the information needed to complete your review. The certification contains two key pieces of information to use when making a determination - (1) the interests of the discloser and (2) the research project you are comparing them against.

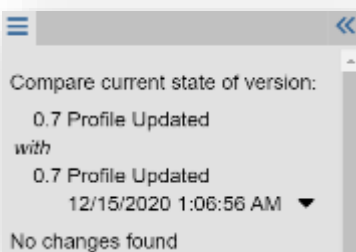
To review a certification

1. From the certification workspace, click **Review Certification**.

Note: You can scroll through the certification or use Left Navigator to jump to specific sections of the form.



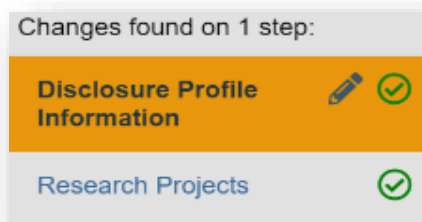
2. To see what changed between this and a previous version, click **Compare** on the Left Navigator and select the version to compare against.



3. After reviewing each section, select the check box at the bottom to indicate you have reviewed it.

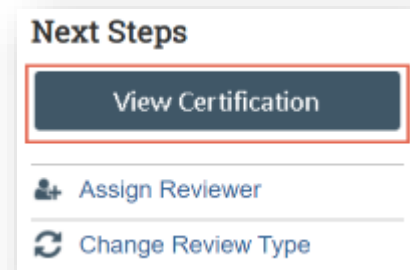
Above section has been reviewed: ☐

4. The section turns green, and a green check mark appears in the Left Navigator. If there are changes to the certification or to the discloser's profile after it has been reviewed, the check mark turns gray and an Edit icon is added, indicating to review that section again.

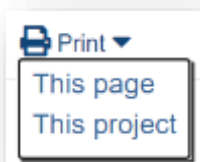


To print certification pages

1. From the certification workspace, click **View Certification**.



2. Click **Print**. The available options are
 - This page - Use this option to print the current page.
 - This project - Use this option to print the entire project.



3. Click **Print** at the top of the preview to send it to your default printer.