

Effort Certification Access Request



Complete this form to request or remove access to the Web-based Effort Certification system for an individual who is not a Lead Principal Investigator (PI). **This individual must have suitable means of verification of effort in order to certify on behalf of a Lead PI.**

Pre-approval is required from SRA before completing this form.

Section I: Individual Requesting Access to Certify

NAME		DATE OF REQUEST	<input type="checkbox"/> Remove access
			<input type="checkbox"/> Add access
TITLE		EMPL ID	
DEPARTMENT NAME		DEPARTMENT NUMBER	

Section II: Suitable Means of Verification

The individual requesting access to certify has suitable means of verification of effort due to one of the following reasons:

- I have first hand after-the-fact knowledge of effort expended for all individuals that I will certify. Yes No
- I will review with the Lead PI prior to each certification all effort expended and will maintain a written record of each review with the Lead PI's signature. The record will be accessible at all times for audit purposes. See Footnote 1. Yes No
- Other reasons not listed above (Please describe in detail):

Section III: Access Details

Please check one

Add temporary access from to

Add access until new request to remove access (not to be used for non-faculty individuals requesting access to certify)

Certify access will only be for the specified Lead PI below:

PI NAME	PI EMPL ID
PROJECT(S)	

Remove access

PI NAME	PI EMPL ID	PROJECT(S)
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Section IV: Signatures

Lead PI and Chair authorizes this individual access to certify, agreeing that this individual has suitable means of verification of effort and will have access to see salary information. Individual agrees to maintain proper back up documentation for audit.

PRINT NAME OF INDIVIDUAL REQUESTING ACCESS	PRINT NAME OF LEAD PI	PRINT NAME OF DEPARTMENT CHAIR OR HEAD
SIGNATURE OF INDIVIDUAL REQUESTING ACCESS	SIGNATURE OF LEAD PI	SIGNATURE OF DEPARTMENT CHAIR OR HEAD

Send the signed form to Sponsored Research Accounting, 701 Carnegie Center, Suite 445, email to salcert@princeton.edu, or fax to (609) 258-2727.

Footnote 1. A suitable means of verification must be in the form of a signed and dated fax, memo, letter or email from the PI attesting, after-the-fact, to the amount of effort expended by the individual. A written confirmation from the individual confirmed by the PI is acceptable. Documentation, electronic or other, must be available and accessible at all times for audit purposes. If an approval is obtained via email, a printed copy must be retained.