ERS Job Aid
Who Should Certify?

2 CFR 220 (formerly OMB Circular A-21) states:

Reports will reasonably reflect the activities for which employees are compensated by the institution. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, the reports will be signed by the employee, principle investigator, or responsible official(s) using suitable means of verification that the work was performed.

In other words, the certifier must have first-hand knowledge of the work performed. If an individual does not have first-hand knowledge of the work performed, whether they are an employee in an administrative role or involved in the research, they are not authorized to certify.

- Principle investigators and other faculty in professorial, professional Research, and Management titles who are paid on or have commitments to work on federal or federal flow-through funds are required to certify their own effort since they are in the best position to understand how they are spending their time in support of the various activities in which they are in.
- Principle Investigators should also certify for employees that they have primary oversight of, given the fact that they have first-hand knowledge of the work performed.

If you are uncertain who should certify the effort report, please consult with your ERS Coordinator or ERS support.