

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.