**Instructions for Completing the Project Payroll Certification Document (PPCD)**

1. The PI and/or Co PI must certify annually that the salary & wages charged to their sponsored projects, including committed cost share is accurate and reasonable in relation to the work performed.

2. The PI will receive a PPCD for his/her sponsored projects with an anniversary date within the current reporting period.

3. The PPCD has three sections within the document.
   a. The top section of the form includes the basic information for the sponsored project and the reporting period.
   b. The middle section of the form lists information in regards to the individuals who have been compensated from the sponsored project and committed cost sharing. Each compensated individual's name, job title, compensation on the referenced sponsored project, and the percent of the individuals total compensation.
   c. The bottom section of the form is the certification or signature portion of the document.

4. The PI will review the salary & wages charged to the sponsored project and committed cost sharing (if applicable) to assure compliance with external and internal regulations. The PI should consider the following items during their review of the PPCD.
   * All individuals must have worked on the sponsored project
   * Salary & wages must be accurate and reasonable in the relation to the work performed.
   * If individuals (including faculty with summer salaries) that had 90% to 100% of their salary & wages charged to sponsored project were involved in only minimal non-sponsored project activities, like instruction, department committees, and proposal preparation. Please note proposal preparation costs are an unallowable expense on a sponsored project.

5. After completing the review described above, the PI should sign and date the PPCD. If needed the PI can obtain additional signers to assist in verifying the accuracy of the charges. Individuals permitted to be additional signers are: Co- Principal Investigators, direct supervisor of the employee, and accounting/budget analyst specific to the sponsored project. **Additional signers do not replace the PI signature.**

6. Submit the original signed PPCD form to Sponsored Programs Accounting within 35 days of distribution.

7. If you have questions contact Sponsored Programs Accounting at 7-2244.