

PROJECT PAYROLL CERTIFICATION SUMMARY

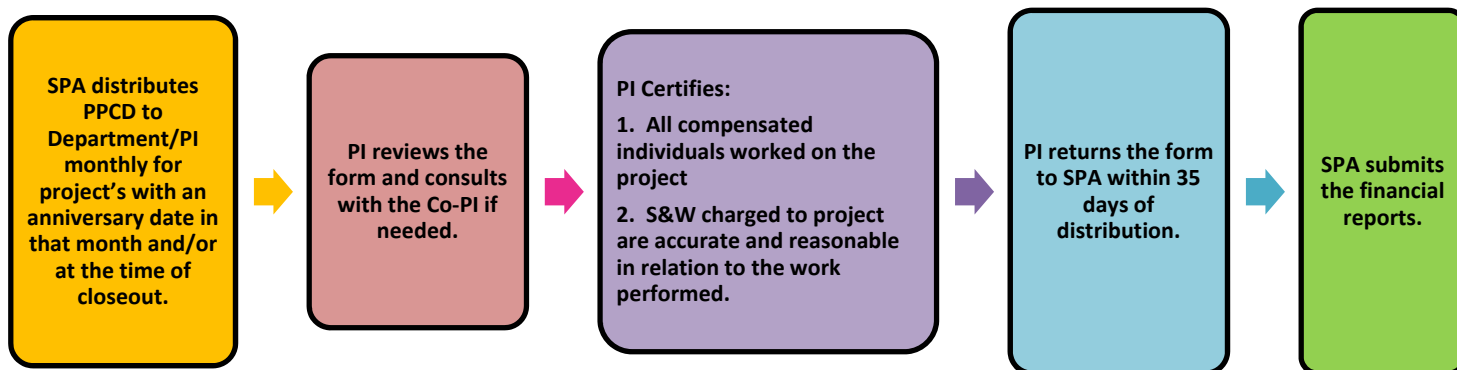
REVISED 11/4/11

Michigan Tech has changed from **Individual Effort Reporting to Project Payroll Certification**. This change eliminates the need for each individual to complete monthly/semester forms, and replaces them with the Project Payroll Certification Document (PPCD) that only the Principal Investigator (PI) completes. **This change affects PIs of all sponsored projects.**

KEY POINTS:

- **Watch for updated** information such as the PowerPoint training presentation, policy, sample forms, and instructions on the Vice President for Research website: <http://www.mtu.edu/research/>
- As the PI, you **MUST** sign the new certification form. An additional signer such as a Co-Principal Investigator (Co-PI) is optional. This is not a replacement to the PIs signature.
- Implementation begins in November 2011. The first PPCDs will be distributed for projects with a start date of August, September, October and November. Last monthly Effort Certifications were distributed in August 2011 and the last summer 2011 semester in October 2011.
- The certification form will be generated annually the month of the project's anniversary date. Salaries & wages will go back one year and include everyone paid on the project including committed cost share indexes. There will be only one form for each grant, regardless of how many separate indexes are associated with that project. The key difference from Effort Reporting is the PI certifies that the individual salaries and wages charged to the project are accurate and reasonable in relation to the work performed. Individuals will no longer certify their effort.
- At the project's end, Sponsored Programs Accounting will have the PI sign one last certification to close the account.
- To assist in the PIs on-going project management, a new report for tracking salaries and wages (S&W by Anniversary) will be distributed monthly with other financial reports automatically sent via e-mail (tentative start date of December 5, 2011 for the month of November 2011).
- Reallocations must be made within 90 days of the original charge. Close monitoring of the S&W by Anniversary form is important and changes/corrections should be made timely because certifications will only come annually.

THE PROJECT PAYROLL CERTIFICATION PROCESS IS AS FOLLOWS:



WHAT TO LOOK FOR:

- Project Payroll Certification Form:
 - Top section includes general information (PI, Co-PI, reporting period etc).
 - Middle section lists individuals paid during the 12-month period with a column for the sponsor's share, Michigan Tech's cost share, the percentage of earnings by each individual for the period (by grant), and the cumulative total.
 - The bottom section is where the PI certifies that the listed individuals worked on the project and that their salaries and wages are accurate and reasonable in relation to the work performed.
- S&W by Anniversary Report, key differences from PPCD:
 - There is no bottom certification section
 - The middle section is further broken down by index when a particular project has more than one index.
 - The reporting period is from the anniversary date to the end of the particular reporting month. For example, if the project has an anniversary date in January and the reporting month is July, the report shows earnings from January 1 to July 31 which is seven months of data rather than 12 months.