

**Michigan Technological University
Project Payroll Certification Document**

Sponsored Project Index(es): EXXXXX, EXXXXX, EXXXXX, EXXXXX
 Internal Grant Number: RXXXXX
 Project Title: Test of Project Payroll Certification
 Principal Investigator: Smith, Joe
 Co-Principal Investigator(s): Doe, Carole
 Sponsor Grant/Contract Number: XXX-XXX-XX
 Reporting Time Period: December 27, 2009 - December 25, 2010
 Project Anniversary Month: January
 Date of Accounting Report: January 10, 2011
 Department: 22600, Mechanical Engineering & Engineering Mechanics
 Project Start Date: January 31, 2009 Project End Date: July 31, 2012

Name	Job Title	Sponsor Share	Cost Share	Total	Percentage of Total Compensation
Smith, Joe	Professor	2,000.00	1,286.00	3,286.00	3.80%
Doe, Jane	Assistant Professor	1,286.00	-	1,286.00	2.60%
Smith, Jean	Research Scientist	4,000.00	1,000.00	5,000.00	10%
Doe, John	Graduate Research Assist	15,000.00	2,500.00	17,500.00	100%
Smith, David	Undergraduate Student	750.00	-	750.00	80%
	Total	23,036.00	4,786.00	27,822.00	

I have reviewed the Project Payroll Certification Document for the above cited sponsored project including committed cost sharing, if applicable. My review of the payroll expenses was to ensure that 1) all individuals worked on this project, 2) the salary or wage charges were accurate and reasonable in relation to the work performed, and 3) the federal costing requirements as shown in the instructions were met.

I certify to the best of my knowledge and belief these salary and wage expenses have been correctly charged.

Principal Investigator Signature	Name Printed	Date	
Optional Additional Signers			
Certification Responsibility:			
Signature	Name Printed	Date	Title
Certification Responsibility:			
Signature	Name Printed	Date	Title

Please return this form to the Sponsored Programs Accounting Office. Failure to sign this form and return it by March 17, 2011, may force the university to return to sponsors the amount earned on the project because of lack of documentation.