

# FAS Salary Certification Quarterly Report Form FY 2012

Please return this form to Nuala McGowan  
(nmcgowan@fas.harvard.edu, fax 6-7400), **by the following due dates:**

- November 20<sup>th</sup>** for the 1<sup>st</sup> Quarter of the Fiscal Year (July 1 - Sept 30) **Q1 Close = 10/18/11**
- February 20<sup>th</sup>** for the 2<sup>nd</sup> Quarter of the Fiscal Year (Oct 1 - Dec 31) **Q2 Close = 1/17/12**
- May 20<sup>th</sup>** for the 3<sup>rd</sup> Quarter of the Fiscal Year (Jan 1 – Mar 31) **Q3 Close = 4/14/12**
- September 10<sup>th</sup>** for the 4<sup>th</sup> Quarter of the Fiscal Year (April 1 - June 30) **Q4 Final Close = 8/4/12**

<b>Unit Name:</b>	
<b>Effort Coordinator:</b>	
<b>Date:</b>	

Last quarter the Salary Certification count for federal awards was...

Month:	Number sent to PI:	Number <b>not</b> returned: *List PI below	Number signed by someone other than PI named on Cert (PI Designee):	Designee letter on file with RAS for each non-PI signatory? ** If no, pls. explain	Number of undated certs. (If any):

**FAS Policy Statement...** “The PI must sign the certifications himself or herself. Only in those rare cases in which the PI is not the most qualified person to certify his/her employees' effort (for example, extended travel outside the country, or ongoing supervision by another faculty member...) may he or she delegate this responsibility to some other individual who has daily first-hand knowledge of the research activities and the efforts of the individuals associated with a sponsored project.”

**The Effort Coordinator is responsible for ensuring that:**

1. All salary certs are signed by the PI listed on the cert, or
2. By an authorized PI designee (which requires the approval of RAS Assoc. Dean, Patrick Fitzgerald)
3. All **certs dated within 30 days of financial close** (certs not dated are considered audit findings)
4. For recertification purposes, copies of original certs are stapled to any cert with adjustments, **and** copies of adjusted certs are stapled to originals, and filed accordingly.

\* **Principal Investigators who have **not** returned salary certifications are...**

PI Name:	Month:	Number:	Fund # :	Comment:

\*\* **Other Comments:**

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If you have questions, please see official policy at...  
<http://www.fas.harvard.edu/~research/policy/effort/index.html#monthly>  
or contact Nuala McGowan, [nmcgowan@fas.harvard.edu](mailto:nmcgowan@fas.harvard.edu) (5-7681).

This document can be downloaded at...[http://www.fas.harvard.edu/~research/policy/effort/eff\\_rpt.html](http://www.fas.harvard.edu/~research/policy/effort/eff_rpt.html)