Annual Time/Effort Summary Certification by Employees Paid on Federal Sponsored Accounts

Consistent with the requirements of OMB Circular A-21, Section J, 10, c (e), Villanova University requires the employee, principal investigator, and an ORSP representative to verify by signature that acceptable work was performed, and that charges made to the sponsored account are reasonable in relation to the work performed consistent with labor costs contained in the award, for each federally sponsored grant/contract account. This procedure will supplement the Time and Effort reporting system used to approve effort and pay on a monthly or bimonthly basis.

Name: ______________________________________

Federal sponsor & award #: _______________________

University account#: __________________________

By signing on the following line I certify that my pay and performance was consistent with instructions and requirements of the position I filled on the project. *(If this certification is for the project PI use 2), Project Director line)*

1) Employee: __________________________________
   (Name and Signature)

Please verify that the time and performance of the individual named above was reasonable and consistent with the anticipated and proposed effort and pay which he/she received for the funded position:

2) Project Director: _____________________________
   (Name and Signature)

3) ORSP Representative: _________________________
   (Name and Signature)

Date: ___________________________