

REPORT APPROVAL FORM (RAF)

Required For Reports to External Sponsors that Require University Certification or ORSP Submission
 Attach reports/documentation, obtain signatures, and submit to ORSP (also email report documents to ORSP).
 Submit completed form with all signatures to ORSP no later than 3 business days before report due date.

Principal Investigator / Project Director completes this section

| | | | |
|---|--|---|--|
| Principal Investigator: | | Project Director: | |
| Sponsor: | | Banner FOP: | |
| Project Title: | | | |
| Report type (select all that apply): <input type="checkbox"/> Interim / Annual Program Report (APR) <input type="checkbox"/> Final Program Report <input type="checkbox"/> Interim Financial Report <input type="checkbox"/> Final Financial Report <input type="checkbox"/> Other _____ | | List Documents Attached: | |
| Principal Investigator (PI) / Project Director (PD) Certification As the PI/PD, I certify that I am responsible for the programmatic management of this project and have conducted the project activities as approved by the funding agency to meet project goals and objectives while adhering to both sponsor and University guidelines, policies and procedures. I understand that I am responsible for ensuring the following: <ul style="list-style-type: none"> • Project expenditures reported were directly related to the project, reasonable, and necessary. • Personnel cost shared/ paid from project funds performed at the level of effort stated in the grant/contract, and effort was reported if required. • Any cost sharing for this time period is included in the financial information submitted and has been verified. • Any subcontracts and subrecipients were monitored and expenditures verified. • As applicable, project complies with policies for human subjects in research, animal use and care, and use of biohazards. • Documentation for project activities and expenditures are available upon request and will be retained for a minimum of three years (unless otherwise required by sponsor) after the grant or contract has been officially terminated by the sponsor. <p>To the best of my knowledge and belief, all information in this report are true and correct and the report fully discloses any known weaknesses concerning the accuracy, reliability, and completeness of the information.</p> | | | |
| _____ | | _____ | |
| PI/PD Signature | | Title | |
| | | Date | |

If financial information is being reported, submit form to Controller's Office for review and certification. Otherwise, submit to ORSP for review and submission.

Controller's Office completes the following section then returns to ORSP for review and submission with documentation.**Fiscal Reporting Officer Certification**

As the Fiscal Reporting Officer for the university, I acknowledge that I have reviewed the expenditures in the university financial system. To the best of my knowledge and belief, all information in this financial report are true and correct, and the report fully discloses any known weaknesses concerning the accuracy, reliability, and completeness of the information.

Fiscal Officer Signature

Title

Date

This section to be completed by ORSP after report submission.

Submitted by:

 ORSP PI/PD Other _____Method: Email Mail Fax Electronic via sponsor site Other _____

Date submitted to sponsor: _____