

The University of Oklahoma requires that Principal Investigators complete semesterly payroll confirmations attesting that salaries charged to sponsored projects reflect effort expended by employees on this sponsored project.

In certain circumstances, the Principal Investigator can delegate this responsibility to another individual working directly on his/her/their sponsored project.

Check one of the buttons below:

I, the Principal Investigator, authorize the individual listed below to complete the payroll confirmation for the sponsored award referenced below. By signing this form, I agree that the named individual has **first-hand knowledge of the work performed by the employees on my grant such that he/she/they can appropriately attest to the salary confirmation and can defend salary allocations to federal and other auditors.**

The Principal Investigator is no longer available to complete the certification process in the ECC system. This form is being reviewed and signed by the Department Chair, to assign a designee to complete the system confirmation. (When possible, the effort statement should be reviewed by the PI outside the system, and documentation of this review should be sent to ReFSECC@ou.edu with this form.)

The individual listed can complete the semesterly confirmation for the grant listed during the period specified.

Principal Investigator Name	
Designee Name	
Designee Employee ID	
Project Number	
Designee Start Date, <i>if applicable</i>	
Designee End Date, <i>if applicable</i>	

I understand that as Principal Investigator, I am required to update this list and notify Research Financial Services (RFS) whenever there are staffing changes or re-assignment of duties that result in changes to this delegation of authority.

Signatures:

Principal Investigator _____ Date _____

Department Chair _____ Date _____

Designee _____ Date _____

Please Send Completed Form to: ReFSECC@ou.edu

For internal use only

RFS Staff _____ Date _____