

**Summary of University Policy 4015 -Annual Payroll Certification for Sponsored Research Projects**

From	To	Document/Action	Timing
OSP	Unit Liaison*	Payroll certification statement	Within 75 days of the end of the certification period**
Unit Liaison	OSP	Signed payroll certification statement	Within 45 days from the date OSP distributed to unit
OSP	PI and Dean or designee	Reminder of signed payroll certification due if not received within 45 days	45 days after OSP distribution date
Unit Liaison	OSP	Signed payroll certification statement	Within 60 days of distribution date
OSP	Sponsored research project	Payroll charges moved from sponsored fund code to PI's F& A recovery organization code***	15 days after reminder sent to Dean or Designee (60 days from OSP distribution to unit)

\*Unit Liaison is individual(s) designated by unit to receive and obtain payroll certifications.

\*\*Certification period is the earlier of either the anniversary start month of the project or the end of the project period of performance.

\*\*\* If the PI's F&A recovery organization budget is insufficient, charges are moved as follows:

-to the PI's pool organization code

-to the department chair's F&A recovery or pool organization code

-to the dean's F&A or pool organization code