Office of Sponsored Programs
Effort Reporting – Procedure – Proxy Identification

**Proxy Identification**
Creation/Revision Date: April 22, 2016

This procedure is to be used by a Principal Investigator to assign a Proxy for effort certification.

As the Principal Investigator of the sponsored project/grant, the PI has attested and certified that they will be the Steward of the funds. This means that the PI will know what expenses and items are charged to the fund, as well as ensuring that personnel working on the sponsored project are working on the project and expending the correct effort and time to complete this project.

In the course of a Principal Investigator’s duties and type of sponsored project, there may be good reason and justification where a lab manager, direct supervisor or administrator is better suited to review and confirm the effort expended on a sponsored project. These individuals must have a direct knowledge of the work being performed on that sponsored project.

**Procedures:**
1. Principal Investigator (PI) of a sponsored project must complete an Assignment of Proxy form and send to Effort Certification Administration to be reviewed and approved
2. Upon approval from Effort Certification Administration, the PI will receive an email confirmation that the Proxy has been granted
3. The Proxy set-up manual must be reviewed to complete the steps to make an individual a Proxy