



Semi-Annual Confirmations

Web-Based Application for Online Review and Confirmation of
Direct Costs and Cost-Sharing Effort Commitments
on Sponsored Projects and Federal Formula Grants

PI/Confirmer

Urbana and Springfield Campuses

Semi-Annual Confirmations – PI/Confirmer

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Semi-Annual Confirmations – PI/Confirmer

Background

The semi-annual confirmation process is now completed online by the Principal Investigator. An electronic confirmation report and signature replaced the signed paper forms as of the confirmation period ending June 30, 2010. Beginning with the confirmation period ending June 30, 2013, reports for federal formula grants are also included in the online confirmation system administered by the Grants and Contracts Office, Post-Award Administration division (GCO).

The U.S. Office of Management and Budget Circular A-21 "Cost Principles for Educational Institutions" (codified in the Code of Federal Regulations 2 CFR part 220) requires the University to confirm that expenditures charged to sponsored agreements or to federal formula grants were incurred properly. Since the regulations also require that salaries be confirmed on a semi-annual basis, the University developed a semi-annual expenditure confirmation procedure that covers *all* direct costs charged to sponsored projects.

The semi-annual expenditure confirmations are used by the University to confirm to the Federal government and other sponsors that all expenditures reported are in accordance with the provisions of the sponsored project's proposal and award documents or with the provisions in the federal formula grant program or awarding documents (as applicable).

Twice each year the Grants and Contracts Office will provide the unit business contact an online list of sponsored projects and federal formula grants requiring confirmation reports for each Principal Investigator (PI) in that unit. The confirmation period for these reports is the six-month period ending the preceding December and June.

Principal Investigators and their units are responsible for assuring that all charges to sponsored projects and federal formula grants are reasonable, allocable, and allowable and that the charges directly benefit the sponsored project or the federal formula grant. Failure to do this may result in adverse consequences to the University and to individual employees who knowingly make improper charges to federal funds.

Using the online confirmation system, the Principal Investigator is to verify (agree to) and confirm the direct expenditures and contributed effort commitments on each of their sponsored projects or federal formula grants (initiating any necessary corrections using the procedures outlined in Section 16.1.2 – Cost Transfers). The confirmed reports are sent to the unit business contact for a final administrative review and ultimately submitted to GCO. In the event the Principal Investigator is unavailable for an extended period, an appropriate Alternate Confirmer may be assigned.

A full description of the semi-annual confirmation process is found in Section 16.1.3 – Compensation for Personal Services Charged to Sponsored Projects

Semi-Annual Confirmations – PI/Confirmer

Summary of Confirmation Process

A preliminary list of sponsored projects, federal formula grants, and the responsible Principal Investigators as recorded in Banner will be generated just prior to the close of the semi-annual confirmation period (December and June). The preliminary list of projects and responsible PIs (by org code) will be distributed to the Department Contact for review and corrections as needed.

Corrections or changes needed for the fund or grant PI name as recorded in Banner should be promptly communicated to the Grants and Contracts Office. Changes to the fund or grant PI name in Banner will be made only to correct data-entry errors or when the responsibility for the project has been officially transferred to a different PI as approved by the sponsoring agency.

The Department Head, PI, and Department Contact will be notified when the list of sponsored projects and federal formula grants requiring confirmation is available online. The Department Contact will initially review the semi-annual confirmation reports, verify (agree to) the contents, and forward the reports to the PI/Confirmer. Reports that are subsequently confirmed by the PI/Confirmer and agreed to by the Department Contact are intimately submitted to the Grants and Contracts Office.

PI/Confirmer Responsibilities

Ongoing:

- Be familiar with the requirements of the semi-annual confirmation process. A full description of the semi-annual confirmation process is found in Section 16.1.3 – Compensation for Personal Services Charged to Sponsored Projects. Consult with the Department Contact or the Grants and Contracts Office if you have any questions about this process.

Semi-Annually:

- Review the semi-annual confirmation reports online to verify (agree) the direct costs and cost-sharing are correct as shown on the reports.
- Communicate with the Department Contact if any errors or issues are noted on the reports.
- Confirm the reports are correct using the online confirmation application.
- Follow up with the Department Contact for any reports returned for reconfirmation.

Semi-annual confirmations are the basis of our assurance to sponsors and the University's independent auditors that costs directly charged or claimed as cost sharing are incurred legitimately with the direct knowledge of Principal Investigators. These online reports permit Principal Investigators to approve expenditures and project personnel effort semi-annually. Without these confirmations, costs could be questioned or disallowed. Reminder emails will be sent prior to the due date to alert the Department Contact and the PI/Confirmer of any reports that have not yet been confirmed and submitted to the Grants and Contracts Office. Program Reviewers will also be notified if reports for federal formula grants are outstanding.


Notifications of overdue reports not submitted to the Grants and Contracts Office by the due date will be automatically generated and sent by the confirmation system on a regular schedule. As the severity of the delinquency increases, subsequent late notifications are escalated and copied to the Department Head, Dean, and Office of the Vice Chancellor for Research (for sponsored projects), and/or the ACES Associate Dean, Extension and Outreach or ACES Associate Dean for Research (for federal formula grants).

Detailed instructions for using the online confirmation application in the role of “**PI/Confirmer**” follow.

Semi-Annual Confirmations – PI/Confirmer

Log In to the Online Confirmation Application

Log in with your ID and password at: <https://apps.obfs.uillinois.edu/CostShare/ind.cfm>


Enterprise Application Login

(Important: DO NOT include "@uillinois.edu", "@illinois.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID)

EnterpriseID:

Password:

ATTENTION: FIRST-TIME USERS of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

Note: if you are a first time user of Enterprise Applications, you will need to obtain your ID and set up a password

Change Your Password

If you know your password, but would like to change it, please check the box and login first.

Forgot Your Password?

- [Click here to reset your password](#)

For access problems, questions, or comments, contact the AITS Service Desk at (217) 333-3102 (Urbana & UIS) or (312) 996-4806 (UIC).

You can also e-mail the AITS Service Desk at servicesdesk@uillinois.edu

Enterprise Application Service, Version 3.0

Semi-Annual Confirmations – PI/Confirmer

Overview of Reports and Status

A list of reports to be reviewed and approved by the PI/Confirmer is displayed on the “**Overview**” tab (grouped by org code and then sorted by grant code or program code). At the start of the process all reports displayed on the PI/Confirmer “**Overview**” tab will be in status “**Confirmer Reviewing**”. The status message will change as the report is moved by the users through the steps of the process. User roles in the application are PI/Confirmer, Department Contact, and GCO.

The “**Date Due To Dept**” is the date confirmed reports are to be submitted to the Department Contact.

Each confirmation report will have two parts that may need to be reviewed and agreed to by the PI/Confirmer. The first part of the report is direct expenditures (salaries, wages and all other direct costs) by report line and the second part of the report is cost-sharing by grant.

At least one part of the report must have activity for the report to be included in the confirmation process (must have either direct expenditures or cost-sharing during the confirmation period).

To begin:

Select a report to review by clicking a grant code or a program code in the list displayed on the “**Overview**” tab.

Note:

Only reports in status “**Confirmer Reviewing**” can be agreed to and then subsequently confirmed by the PI/Confirmer.

Reports that are in status “**Needs Dept Review**” are still in the Department Contact's workflow and will be 'read-only' to the PI/Confirmer.

View 1: PI/Confirmer that is **not** responsible for any federal formula grants.

Org	Dept Contact	Grant	Status	Date	Reporting Period
Org 231: Vice Chancellor for Research - Institute for	Name here	Grant A3199	Confirmer Reviewing	05/06/10	01/01/09 to 06/30/09
	Schatz, Bruce	Grant A6205	Confirmer Reviewing	05/06/10	01/01/09 to 06/30/09

Semi-Annual Confirmations – PI/Confirmer

View 2: PI/Confirmer that is responsible for federal formula grants.

Overview
Confirm

Confirmer Instructions

1. Verify the expenditures and cost-sharing commitments included in each report listed below.
2. Confirm the verified reports (may be confirmed one or more at a time).

Needs Review

	Status	Date Due to Dept	Reporting Period
Org 384: Agr Consumer & Env Sciences - Cooperative Extension			
Dept Contact: Name here			
Buffett , Willene			
Grant C5641 : Motorola 2010-04803	Confirmer Reviewing	02/17/12	07/01/11 to 12/31/11
Program 384124 : SL Urban Garden Chic	Confirmer Reviewing	09/22/12	01/01/12 to 06/30/12
Program 384125 : SL Chicg Ldr Pro Sup	Confirmer Reviewing	09/22/12	01/01/12 to 06/30/12

Click on a grant code or a program code to select an available report to review

The online confirmation report has the same layout and requirements as the paper confirmation report that was used prior to the implementation of the online system in the fall of 2010.

Semi-Annual Confirmations – PI/Confirmer

Direct Expenditures (Costs)

The review of direct expenditures is the same for both "Grant" reports and "Program" reports.

Clicking a grant code or program code from the list on the “**Overview**” tab takes the user to the “**Direct Expenditures**” tab.

Direct expenditures for salaries, wages and other direct costs charged during the confirmation period will be reviewed and agreed to on this tab.

When there are direct costs to confirm, separate summary totals are broken out by Chart, Fund, and Org. The summary totals are displayed for expenditures in the categories of “**All Other Direct Costs**” and “**Salaries and Wages**”. On the right hand side of the page, there is a section to choose a cost transfer status for each line, and the option to attach supporting documentation.

If the PI/Confirmer is responsible for confirming several different chart-fund-org fund combinations under the selected grant code or program code, multiple lines of summary data will display as shown in the example below.

Semi-annual Expenditure Confirmations

Overview Confirm

Direct Expenditures Cost Sharing

Fund Org: 231 Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
Date Range : 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

Summary totals by report line

Confirmer for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate status as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493033	231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

Report Correct, Go to CostSharing Report Incorrect, Return to Dept Contact

Important: Click "Report Correct" only after all report lines have been reviewed and a cost transfer status has been selected for each report line.

Cost transfer status selections may be saved if the PI/Confirmer needs to continue the review of the remaining report lines at a later time.

Semi-Annual Confirmations – PI/Confirmer

Review “All Other Direct Costs”

Click an amount (active link) under the column heading “All Other Direct Costs” to review transaction detail by chart-fund-org line.

Semi-annual Expenditure Confirmations

Overview **Confirm**

Direct Expenditures **Cost Sharing**

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
 Date Range: 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

To review details for non-payroll transactions, click an amount under "All Other Direct Costs"

Clicking a summary amount listed under the “All Other Direct Costs” heading will open a view of costs by Account Type for the selected chart-fund-org line.

1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	
		231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	
		231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	
		231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	

All Other Direct Costs Detail

Account Type	Amount
Benefit Costs	\$45,277.97
Materials and Supplies	\$5,699.30
Services	\$4,191.43
Transportation Services	\$11,713.88

Save Co

Click the summary amount to start review of non-payroll transactions

Click "Close" to close summary by Account Type

Click icon to export the details for "All Other Direct Costs" (exports detail for all account types)

Click a category name under the "Account Type" heading to review detailed transaction data by cost category

Semi-Annual Confirmations – PI/Confirmer

Clicking a category name under the "**Account Type**" heading opens a detailed view of the underlying transactions by cost category.

In this example, clicking the link "**Materials and Supplies**" opens a display of the underlying transaction detail sorted by account code and then by transaction date.

The transaction amount, date, document number, description, and other details for each transaction are displayed in this view.

- Use the "**Back**" link to return to the summary by Account Type or the "**Close**" link to return to the Direct Expenditure tab.
- The "**Export**" feature noted on the previous (summary) screen may be selected if more detail than what is displayed on-screen is needed for your review.

The screenshot displays a detailed view of transactions for the category "Materials and Supplies" with a total amount of \$5,699.30. The interface includes a "Back" button at the top left and a "Close" button at the top right. Two callout boxes provide instructions: one for the "Back" button stating "Click 'Back' to close detail and return to the summary by Account Type", and another for the "Close" button stating "Click 'Close' to close both detail and summary by Account Type".

Materials and Supplies: \$5,699.30						
Account: 121300		Description: Information Technology Supplies			Amt: \$142.97	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
03/20/2009	\$35.00	PCA110BX	191100		GPCV: COMPUTER DELI INC	
04/23/2009	\$107.97	PCA11Y4U	191100		NewEgg com	
Account: 124000		Description: Laboratory/Scientific Supplies			Amt: \$92.90	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
02/06/2009	\$0.00	J1103273	191100		A6205/BUD062 Grant/Budget	
02/19/2009	\$0.00	J1110570	191100		A6205/BUD066 Grant/Budget	
04/07/2009	\$32.93	PCA11FH9	191100		GPCV: SCHNUCK'S MARKETS #720	
06/08/2009	\$59.97	PCA1366V	191100		GPCV: WM SUPERCENTER	
Account: 126060		Description: NC Non-Electronic Sci/Lab Eq 100-499			Amt: \$843.51	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
02/01/2009	\$479.97	PCA0ZBX2	191100		NewEgg com	
04/23/2009	\$363.54	PCA11Y4V	191100		NewEgg com	
Account: 126090		Description: NC IT Equipment 100-499			Amt: \$3,042.21	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
02/05/2009	\$1,357.98	PCA0ZL5G	191100		GPCV: DMI* DELL HIGHER EDUC	
02/05/2009	\$367.73	PCA0ZMJS	191100		NewEgg com	
02/11/2009	\$306.57	PCA0ZTNT	191100		NewEgg com	
05/08/2009	\$559.96	PCA12F2R	191100		NewEgg com	
06/01/2009	\$449.97	PCA12W2F	191100		NewEgg com	

Semi-Annual Confirmations – PI/Confirmer

Review “Salaries and Wages”

A similar process is used to review charges for “Salaries and Wages”.

Semi-annual Expenditure Confirmations

Overview **Confirm**

Direct Expenditures **Cost Sharing**

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
Date Range: 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

To review details for payroll transactions, click an amount under "Salaries and Wages"

Click an amount (active link) under the column heading “Salaries and Wages” to display summary totals by payee name for that chart-fund-org line.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Click a summary amount to start review of payroll transactions

Click "Close" to close summary

Click icon to export details for "Salaries and Wages" (exports details for all payroll transactions)

NOTE: Fictitious pay data used in the examples; real names/UINs are masked

Salaries and Wages Detail

Payee Name	Salary Amount
Albright, Gerard	\$36,341.32
Anderson, David	\$37,376.97
Brown, Janice	\$166.40
Chen, Yi	\$12,533.67
Good, Bradley	\$10,055.89
Lee, Tina	\$9,420.00
Lomax, Kate	\$2,390.00
Roll, John	\$10,165.00
Samuels, Ben	\$37,916.65
Silva, Julio	\$11,461.45
Stone, Susan	\$3,292.89
Wang, Lee	\$13,276.71

Export Details to Excel

Semi-Annual Confirmations – PI/Confirmer

Clicking a **“Payee Name”** opens a detailed view of the underlying payroll transactions.

In the example below, details of payroll costs that were charged to the chart-fund-org line during the confirmation period for the selected individual are displayed.

- Use the **“Back”** link to return to the summary by Payee Name or the **“Close”** link to return to the **“Direct Expenditures”** tab.
- The **“Export”** feature noted on the previous (summary) screen may be selected if more detail than what is displayed on-screen is needed.

Data for individuals with non-hourly appointments will display a percent of full-time effort. Data for individuals with hourly appointments will display the number of hours.

[Back](#)

Payee Detail
 Chen. Yi UIN 999999999 Salary: \$12,533.67

[Close](#)

Position: U10169	Job Suffix: SM	Job Emp Class:	Job FTE:			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
-		06/30/2009	\$838.40	43.34 hrs	212210	HR Payroll 2009 MN
05/16/2009 - 06/15/2009	Original Action	06/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN
Position: U10180	Job Suffix: 00	Job Emp Class:GA	Job FTE: 0.5			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
01/16/2009 - 02/15/2009	Original Action	02/13/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 2 0
02/16/2009 - 03/15/2009	Original Action	03/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 3 0
03/16/2009 - 04/15/2009	Original Action	04/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 4 0
04/16/2009 - 05/15/2009	Original Action	05/15/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 5 0
Position: U10197	Job Suffix: 00	Job Emp Class:BA	Job FTE: 0.5			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
12/16/2008 - 01/15/2009	Original Action	01/16/2009	\$3,311.32	50 %	211300	HR Payroll 2009 MN 1 0

[Save Cost Transfer Status](#)

Click "Back" to close detail and return to the summary by Payee Name

Click "Close" to close both detail and summary by Payee Name

Example of non-hourly appointment with percent effort displayed

NOTE: Fictitious pay data used in the examples; real names/UINs are masked

[Back](#)

Payee Detail
 Lomax, Kate UIN 999999999 Salary: \$2,390

[Close](#)

Position: U10170	Job Suffix: 00	Job Emp Class:	Job FTE:			
Pay Period	Event Desc	Trans Date	Salary Amt	EFT/Hrs	Acct	Trans Desc
-		06/30/2009	\$630.00	31.50 hrs	215200	HR Payroll 2009 BW 998 0
-		06/30/2009	\$320.00	16.00 hrs	215200	HR Payroll 2009 BW 999 0
05/03/2009 - 05/16/2009	Original Action	05/27/2009	\$320.00	16.00 hrs	215200	HR Payroll 2009 BW 11 0
05/17/2009 - 05/30/2009	Original Action	06/10/2009	\$260.00	13.00 hrs	215200	HR Payroll 2009 BW 12 0
05/31/2009 - 06/13/2009	Original Action	06/24/2009	\$860.00	43.00 hrs	215200	HR Payroll 2009 BW 13 0

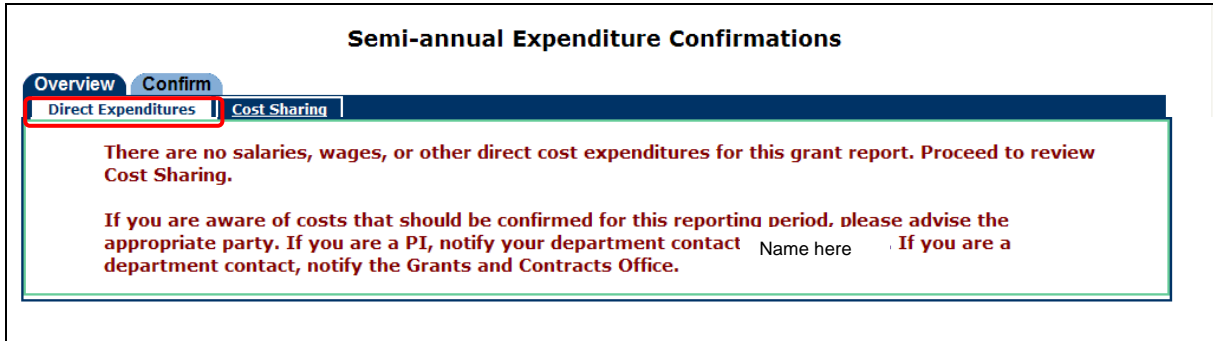
[Save Cost Transfer Status](#)

Example of hourly appointment with number of hours displayed

Semi-Annual Confirmations – PI/Confirmer

Special note: for sponsored project reports, there may be situations where there is only cost sharing to confirm for the reporting period (no direct costs). When the report is selected from the "**Overview**" tab, it will open on the default view of the "**Direct Expenditures**" tab.

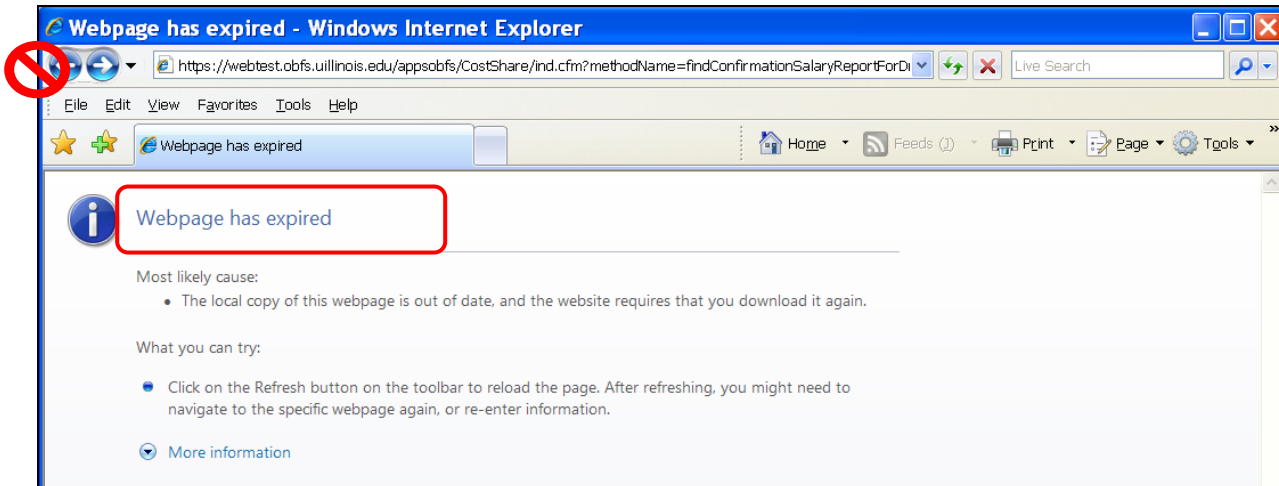
In these cases where there are no direct costs, an explanatory message will display (see below). Proceed to the "**Cost Sharing**" tab to confirm the cost sharing for the reporting period.



Navigation note:

The "**Back**" and "**Close**" links embedded within the confirmation screens must be used to navigate through the process.

Using the "**Back**" button on the web browser to navigate will produce an error message as shown below.



Semi-Annual Confirmations – PI/Confirmer

Verify (Agree to) Salaries, Wages, and All Other Direct Costs

After the salaries, wages and other direct costs for each report line on the report have been reviewed:

- **If you agree** the costs are correct, click "**Report Correct**".
- **If you do not agree** the costs are correct, click "**Report Incorrect**" to reject and return the report to the Department Contact.

Note: Rejecting either part of the report (direct expenditures or cost-sharing) rejects the entire report. The Department Contact should be notified of the reason(s) the report was rejected so corrective action can be taken before the report is returned to the PI/Confirmer for confirmation.

A cost transfer status must be selected for all report lines before the PI/Confirmer can agree to the direct costs.

A message will display if a cost transfer status is not selected for each report line before clicking "**Report Correct**" (example shown below)

Semi-annual Expenditure Confirmations

Overview **Confirm**

Direct Expenditures Cost Sharing

Fund Org: z31 - Institute for Genomic Biology - Vice Chancellor for Research Fund Pl: Schatz, Bruce R
Date Range : 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

Select a cost transfer status for each fund line.

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Only one cost transfer status may be selected at a time. Selecting a different status will "reset" the previously selected status to null (blank).

Choose Cost Transfer Status

None Required	Processed before Confirmation	Pending in Banner
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General guidance for cost transfer status choices:

- **"None Required"** -- Select if all salaries, wages and other direct costs posted to the report line during the confirmation period under review are correct, no cost transfers were posted during this confirmation period, and no cost transfers need to be posted.
- **"Processed before Confirmation"** -- Select if cost transfers were posted to the report line during this confirmation period, or were posted to the fund after the close of this confirmation period, but prior to the confirmation date for the expenditure report.
- **"Pending in Banner"** -- Select if cost transfers for the report line are still in process in Banner as of the confirmation date.

Semi-Annual Confirmations – PI/Confirmer

Report lines with a status of **"Pending in Banner"** must have documentation attached before the report can be agreed to by the PI/Confirmer and moved forward to the confirmation step. See the following section **"Attach Documentation"**.

A message will be displayed if documentation is required to be attached to a report line.

Attach supporting documentation to each fund line with a cost transfer status of "Pending in Banner."

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

After documentation is attached to the report line(s) with a cost transfer status of **"Pending in Banner"**, the PI/Confirmer will be able to agree to the costs by clicking **"Report Correct"**.

The form will indicate the PI/Confirmer has agreed to the direct costs for this report.

You have verified that salaries, wages, and other direct cost expenditures for Grant A6205 are correct.

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Semi-Annual Confirmations – PI/Confirmer

The **"Save Cost Transfer Status"** icon allows the user to periodically save the selections during a review of multiple report lines.

If the user needs to stop the review before agreeing the costs for all report lines are correct, the existing cost transfer status selections will be saved.

		All Other	Salaries and Wages	Choose Cost Transfer Status			Docs
		Direct Cost		None Required	Processed before Confirmation	Pending in Banner	
		\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

In this example, no cost transfer status has yet been selected.

The Department Contact is not required to select a cost transfer status during the initial administrative review. The report may be forwarded to the PI/Confirmer with any or all cost transfer status selections left "blank".

A cost transfer status must be selected for each line before the PI/Confirmer can agree to the costs and proceed.

Attach Documentation

Documents are required to be attached to a report line when the cost transfer status is **"Pending in Banner"**.

Documents may be attached to the report lines during the initial administrative review, but it is not required. During the initial review of an unconfirmed report the Department Contact is allowed to agree to the report without attaching documentation to report lines with a cost transfer status of **"Pending in Banner"**.

However, the PI/Confirmer cannot agree to the costs or confirm the report unless report lines with a cost transfer status of **"Pending in Banner"** have documentation attached. The Department Contact should attach documentation to these report line(s) before forwarding the report if the PI/Confirmer does not have access to the supporting documentation.

Click the *"paperclip"* icon to view, attach, or remove documentation.

Semi-annual Expenditure Confirmations

Overview **Confirm**
Direct Expenditures **Cost Sharing**

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
 Date Range: 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

Attach supporting documentation to each fund line with a cost transfer status of "Pending in Banner."

Message will display if no documentation is attached to a report line with cost transfer status "Pending in Banner"

		All Other	Salaries and Wages	Choose Cost Transfer Status			Docs	
		Direct Cost		None Required	Processed before Confirmation	Pending in Banner		
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493033	231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

Click the "paperclip" icon to view, attach, or remove documentation.

Semi-Annual Confirmations – PI/Confirmer

A form opens allowing the user to view, attach, or delete documents for the selected report line.

Attached Documents for Grant A6205: 1-492185-231000 Close

Attach a Document

H:\confirm_test attachme

Maximum of 15 documents can be attached to this report element.

View Documents
There are no documents attached.

Delete Documents
There are no documents eligible for deletion.

1) Click "Browse" to search and find documentation to attach to the report line.

2) When located, click on the document to select for attachment (path and document name will be displayed if successful)

3) Click "Attach Doc" (must click this to actually attach the document, browsing alone will not complete the process)

The name of the attached document will be displayed if the attachment is successful.

Use the "Close" link to exit

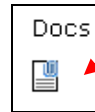
View Documents
[TESTattach.doc](#)

Delete Documents
 [TESTattach.doc](#)

If no documents are attached the paperclip icon is "empty".



When documents are attached the paperclip icon is "full".



Semi-Annual Confirmations – PI/Confirmer

Review and Verify (Agree to) Contributed Effort Cost Sharing

If cost sharing exists for the sponsored project ("Grant") report, the cost sharing information must also be reviewed and agreed to before the report will move to status "Ready to Confirm".

Go to the "Cost Sharing" tab to review and agree to the contributed effort cost sharing for the grant code.

A list of names and related effort percentages/dates will be displayed when there is contributed effort cost sharing for this grant during the confirmation period.

- If you agree the cost-sharing information is correct as shown, click "Report Correct".
- If you do not agree the cost sharing information is correct as shown, notify your Department Contact and click "Report Incorrect" to reject the report. Rejecting either part of the report (direct expenditures or cost-sharing) rejects the entire report. The Department Contact should be notified of the reason(s) the report was rejected so corrective action can be taken before the report is returned for confirmation.

Important Note:

Only contributed effort to meet mandatory or voluntary committed cost sharing requirements for the sponsored project is included in the cost share application and in confirmation reporting.

Voluntary uncommitted cost share effort that is contributed after-the-fact (was not formally committed up-front as cost sharing in the proposal budget or budget narrative) is **not** included in the cost share application and will not be part of confirmation reporting.

The screenshot displays the 'Semi-annual Expenditure Confirmations' interface. At the top, there are tabs for 'Overview' and 'Confirm'. Under 'Confirm', there are sub-tabs for 'Direct Expenditures' and 'Cost Sharing', with 'Cost Sharing' selected and highlighted in red. The interface shows grant information: 'Grant Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research' and 'Grant PI: Schatz, Bruce R'. Below this, a table lists cost sharing details for three individuals: Adams, John (20.00% effort, 02/16/2008 to 05/16/2008), Grant, Sam (10.00% effort, 02/16/2008 to 03/31/2008), and Jackson, Andy (12.00% effort, 02/16/2008 to 04/30/2008). A 'Docs' icon with a red arrow points to a yellow box stating 'Optional documents may be attached'. At the bottom, there are two buttons: 'Report Correct, Go to Overview' (with a green checkmark) and 'Report Incorrect, Return to Dept Contact' (with a red X). A note box on the left states: 'NOTE: Fictitious data used in the pay examples; real names are masked'.

Name	% Effort	Effort Start	End Dates
Adams, John	20.00	02/16/2008	05/16/2008
Grant, Sam	10.00	02/16/2008	03/31/2008
Jackson, Andy	12.00	02/16/2008	04/30/2008

Semi-Annual Confirmations – PI/Confirmer

After clicking "Report Correct" the form will indicate the PI/Confirmer has agreed to the cost sharing for the report.

To review another report, return to the "Overview" tab.

The screenshot shows a web interface with two tabs: "Direct Expenditures" and "Cost Sharing". The "Cost Sharing" tab is selected and highlighted with a red box. Below the tabs, the following information is displayed:

Grant Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Grant PI: Schatz, Bruce R
Cost Share Year: 08/16/08 - 08/15/2009 Grant A6205 - NSF EF 04-25852

A red-bordered box contains the message: "You have verified that Cost Sharing commitment for Grant A6205 is correct."

Name	% Effort	Effort Start	End Dates	Docs
Adams, John	20.00	02/16/2008	05/16/2008	
Grant, Sam	10.00	02/16/2008	03/31/2008	
Jackson, Andy	12.00	02/16/2008	04/30/2008	

Sponsored Projects ("Grant" reports) - an explanatory message will display if there is no cost sharing information to review. Notify your Department Contact if you believe there is contributed effort cost sharing for this grant (see note above about types of cost sharing that is included/excluded from reporting).

The screenshot shows a web interface with two tabs: "Overview" and "Confirm". The "Confirm" tab is selected and highlighted with a red box. Below the tabs, the following message is displayed:

There is no cost share information to display for this grant. This may be due to one of the following:

- There is no cost share effort for this grant.
- The PI confirming this report is not the grant PI and has no responsibility to confirm cost share effort.
- Cost share effort has not yet been submitted to Grants and Contracts for this reporting period.

If you are aware of cost-sharing effort that should be confirmed for this reporting period, please advise the appropriate party. If you are a PI, notify your department contact Name here. If you are a department contact, notify the Grants and Contracts Office.

Federal Formula Grants ("Program" reports) - an explanatory message will display indicating cost share reporting is handled outside of the online confirmation system.

The screenshot shows a web interface with two tabs: "Overview" and "Confirm". The "Confirm" tab is selected and highlighted with a red box. Below the tabs, the following message is displayed:

Semi-annual Expenditure Confirmations

Cost share for federal formula grants such as Hatch and Smith-Lever are currently reported outside the Semi-annual Confirmations system.

Semi-Annual Confirmations – PI/Confirmer

Confirm Reports

Reports that have been reviewed and agreed to by the PI/Confirmer are ready to confirm. The status of these reports will show on the “**Overview**” tab as “Ready to Confirm”. This is "step 2" of the process after the reports have been agreed to by the PI/Confirmer in the prior step.

Only the PI/Confirmer has access to the “Confirm” tab and has the ability to confirm reports. No other role, such as the Department Contact, may perform this part of the confirmation process. The confirmation step is exclusive to the PI/Confirmer role.

Views below are for a PI/Confirmer with "Grant" reports and "Program" reports in status "Ready to Confirm".

Important note: Until reports are in status "Ready to Confirm" they will not be visible on the "**Confirm**" tab (not available to select from that tab)

Semi-annual Expenditure Confirmations

Overview **Confirm**

Confirmer Instructions

1. Verify the expenditures and cost-sharing commitments included in each report listed below.
2. Confirm the verified reports (may be confirmed one or more at a time).

Needs Review

	Status	Date Due to Dept	Reporting Period
Org 231: Vice Chancellor for Research - Institute for Genomic Biology Dept Contact: Name here Schatz, Bruce I			
Grant A3199 : AG 2009-35302-05285	Confirmer Reviewing	05/06/10	01/01/09 to 06/30/09
Grant C6216 : CIMIT 2009-03638	Confirmer Reviewing	05/06/10	01/01/09 to 06/30/09

Reviewed, Ready to Confirm

Org 231: Vice Chancellor for Research - Institute for Genomic Biology Dept Contact: Name here Schatz, Bruce I			
Grant A6205 : NSF EF 04-25852	Ready to Confirm	05/06/10	01/01/09 to 06/30/09

Reviewed, Ready to Confirm

Org 384: Agr Consumer & Env Sciences - Cooperative Extension

Dept Contact: | Name here
Buffett, Willene

Program 384124 : SL Urban Garden Chic	Ready to Confirm	09/22/12	01/01/12 to 06/30/12
Program 384125 : SL Chicg Ldr Pro Sup	Ready to Confirm	09/22/12	01/01/12 to 06/30/12

The PI/Confirmer has the option to confirm reports:

- Singly after an individual report has been reviewed and agreed to
- In groups after several reports have been reviewed and agreed to
- In total after all reports have been reviewed and agreed to

These options will accommodate situations where additional information is required and the PI/Confirmer's review of a particular report (or reports) is prolonged.

Semi-Annual Confirmations – PI/Confirmer

To confirm reports that have been reviewed and agreed to, go to the “**Confirm**” tab. Only reports that are in status “Ready to Confirm” will be available on the “**Confirm**” tab.

Select the report(s) to confirm.

When you have read and are in agreement with the statements on the confirmation page, click the button “**I Confirm**” at the bottom of the page.

Semi-annual Expenditure Confirmations

Overview **Confirm**

01/01/09-06/30/09

Ready to Confirm

Select All Unselect All

Org 231
Schatz, Bruce R
01/01/09-06/30/09

- Grant A3199 - AG 2009-35302-05285 [View/Edit](#)
- Grant A6205 - NSF EF 04-2585 [View/Edit](#)
- Grant C6216 - CIMIT 2009-03638 [View/Edit](#)

PI/Confirmer may select/unselect all reports using these buttons.
To individually select/unselect a report, use the check box by the grant or program code

Click View/Edit link to return to the direct expenditure tab for the grant or program code.

I confirm to each of the following statements to the best of my knowledge:

Salary and Wage Payments

- That the salary and wage payments in the above report(s) are for individuals whose names, percentages of effort, and payments have been recorded in Banner for the associated six month period;
- That I have reviewed each of the Banner transactions for the six month period;
- That each transaction with any subsequent correction, is complete and accurate;
- That the salaries and wages charged to each of the above sponsored projects or federal formula grants reasonably reflect the work effort or activity for each individual who was compensated during the period;
- That for all federal funding(including pass-through), administrative salaries are allowable under the Business & Financial Policies & Procedures Sect. 16.1.1 (see "Application of Policy" for treatment of costs by fund category);
- Statement immediately below applies to sponsored projects only; does not currently apply to federal formula grants:
 - That I have not, without prior approval of the sponsor, been absent for more than three months or reduced the effort committed to (any of) the above project(s), either as a direct charge or as cost sharing, by more than 25% of the effort committed in the approved budget(s);

All Other Direct Costs

- That any and all direct costs charged to each sponsored project or federal formula grant were directly related to each sponsored project or federal formula grant were incurred in accordance with the provisions of the award document and the campus policy under section 16.1.1;

Cost Transfers

- That any necessary cost transfers are reflected in the report(s); and

Cost Sharing

- That cost sharing (as applicable and when shown), corrected as necessary, reasonably reflects the work performed.

When you click the Confirm button, you are confirming that the information for the sponsored project(s) or federal formula grant(s) on these tabs is true and correct.

I Confirm

“I Confirm” By completing this step the PI/Confirmer agrees that to the best of their knowledge all statements on the confirmation page are true, including the statement that the PI/Confirmer has reviewed the salaries, wages and other direct costs for the reports being confirmed.

This is an electronic signature. Clicking “**I Confirm**” is the equivalent of submitting a signed paper confirmation report.

Semi-Annual Confirmations – PI/Confirmer

A message is displayed indicating the selected confirmed reports have been submitted to the Department Contact.

Final administrative review will be performed by the Department Contact for sponsored projects and by the Department Contact and the Program Reviewer for federal formula grants before the confirmed reports are submitted to the Grants and Contracts Office.

When all reports available to the PI/Confirmer have been reviewed and confirmed, no reports remain in the “Confirm” tab.



Semi-annual Expenditure Confirmations

Overview **Confirm**

The report(s) you confirmed have been submitted to your department contact.

Ready to Confirm

These reports are ready for you to confirm.

No grants at this time.

The PI/Confirmer's “Overview” tab shows the status of the confirmed reports that are automatically sent by the system to the Department Contact's workflow for the final departmental review.

Needs Department Review (Read-Only)			
Org 231: Vice Chancellor for Research - Institute for Genomic Biology			
Dept Contact: Name here			
Schatz, Bruce			
Grant A3199 : AG 2009-35302-05285	Confirmed, Needs Final Dept Review	05/06/10	01/01/09 to 06/30/09
Grant A6205 : NSF EF 04-25852	Confirmed, Needs Final Dept Review	05/06/10	01/01/09 to 06/30/09
Grant C6216 : CIMIT 2009-03638	Confirmed, Needs Final Dept Review	05/06/10	01/01/09 to 06/30/09

Semi-Annual Confirmations – PI/Confirmer

Department Contact Rejects a Confirmed Report

If the Department Contact changes the cost transfer status on a report line in confirmed report, the report becomes “unconfirmed” and must be returned to the PI/Confirmer for reconfirmation. The rejected report will be displayed on the PI/Confirmer's “**Overview**” tab with a status of “**Dept Rejected, Confirmer Reviewing**”. The Department Contact may also reject the confirmed report without making any changes.

Consult with your Department Contact to determine why the report was rejected and what action needs to be taken before the report is reconfirmed.

Semi-annual Expenditure Confirmations

Overview Confirm

Confirmer Instructions

1. Verify the expenditures and cost-sharing commitments included in each report listed below.
2. Confirm the verified reports (may be confirmed one or more at a time).

Needs Review	Status	Date Due to Dept	Reporting Period
Org 231: Vice Chancellor for Research - Institute for Genomic Biology Dept Contact: Name here Zhao, Huimin Grant A4546: PHS NIGMS 1 P01 GM077596 A	Dept Rejected, Confirmer Reviewing	05/06/10	01/01/09 to 06/30/09

Reviewed, Ready to Confirm
No grants at this time.

Selecting the rejected report from the “**Overview**” tab opens the “**Expenditure**” tab. A message will indicate the report was returned for additional review. After determining the appropriate corrective action to take, the PI/Confirmer will need to repeat the steps to review, agree to, and confirm the report. There is no option for the PI/Confirmer to reject the report at this stage.

Semi-annual Expenditure Confirmations

Overview Confirm

Direct Expenditures Cost Sharing

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Zhao, Huimin
Date Range : 01/01/09 - 06/30/2009 Grant A4546 - PHS NIGMS 1 P01 GM077596 A

The department contact has questions on this page and has returned the report for additional review.

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	491114	231000	\$39,417.64	\$40,837.15	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

Semi-Annual Confirmations – PI/Confirmer

Reconfirmation Of Report Previously Confirmed

Reports must be reconfirmed if a change needs to be made to a cost transfer status or if costs transfers are subsequently processed for report lines that are on a previously confirmed report. The Grants and Contracts Office will generate a reconfirmation report when the Department Contact sends a request to initiate the process.

Reports noted as "Reconfirmation" do not have a "Due to Dept" date on the "Overview" tab.

Semi-annual Expenditure Confirmations

Overview Confirm

Confirmer Instructions

Versioning (V2, V3 etc), 'Reconfirmation' notation; no due date

Needs Review

Org	Status	Date Due to Dept	Reporting Period
Org 220: Engineering - Materials Research Lab Dept Contact: [Name here] Abbamonte, Peter Michael Grant A5121 - V5: DOE DE-FG02-06ER46285	Confirmer Reviewing		01/01/09 to 06/30/09

Reviewed, Ready to Confirm

Only report lines that are requested to be reopened for reconfirmation will be active on the reconfirmation report; the other report lines will be inactive ("grayed out").

Consult with your Department Contact if you do not agree with the selections for the cost status transfer status buttons and check the box. Make changes if needed, and click "Report Correct" when finished.

Steps for reviewing, agreeing to, and confirming a "Reconfirmation Report" are the same as for an original confirmation report.

Semi-annual Expenditure Confirmations

Overview Confirm

Direct Expenditures Cost Sharing

Fund Org: 220 - Materials Research Lab - Engineering Fund PI: Abbamonte, Peter Michael
Date Range: 01/01/09 - 06/30/2009 Grant A5121 - DOE DE-FG02-06ER46285

Confirmation Version: 5

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payment effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Processed before Confirmation	Pending in Banner	Reconfirm Due to Additional Transfers	Docs
1	491883	220001	\$42,247.85	\$44,682.84	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

Save Cost Transfer Status

Report Correct, Go to CostSharing Report Incorrect, Return to Dept Contact

Semi-Annual Confirmations – PI/Confirmer

Log Off the Confirmation Application

A link to log off the application is located in the upper right hand corner of every tab.

The user will have the option to log out of Semi-Annual Confirmations only or to close all Enterprise Applications (such as Banner and NESSIE).

Semi-annual Expenditure Confirmations

<p>If you log out with this option, you will log out of Semi-Annual Confirmations only. All other applications using Enterprise logon will remain active.</p>	<p>If you log out with this option, all applications that use the Enterprise logon will also close.</p>
---	---

Examples of Enterprise logon applications: Semi-annual Confirmations, Banner, EDW, FABWeb, Cost Share, ANA, NESSIE

Follow-Up Actions by Grants and Contracts Office

Semi-annual confirmations are the basis of our assurance to sponsors and the University's independent auditors that costs directly charged or claimed as cost sharing are incurred legitimately with the direct knowledge of Principal Investigators. Confirmation reports permit Principal Investigators to semi-annually approve direct expenditures and project personnel effort. Without these semi-annual confirmations, costs could be questioned or disallowed.

Reminder emails will be sent prior to the due date to alert the PI/Confirmer of any reports that have not yet been confirmed and submitted to the Grants and Contracts Office.

Notifications for overdue confirmation reports will be automatically generated and sent out by the confirmation system on a regular, predetermined schedule. The first late notice is sent to the PIs and Department Contacts only. As the severity of the delinquency increases, subsequent late notices are escalated and copied to the Department Head, Dean, and Office of the Vice Chancellor for Research (for sponsored projects), and/or the ACES Associate Dean, Extension and Outreach or ACES Associate Dean for Research (for federal formula grants).

Semi-Annual Confirmations – PI/Confirmer

Confirmation Statements

Confirmation statements below appear on the "Confirm" tab (as of June 30, 2013 reporting cycle.

The language in the statements below is slightly modified to correspond to an online format and to accommodate both sponsored projects and federal formula grants, but these are essentially the same statements used on the paper confirmation reports from prior confirmation periods.

I confirm to each of the following statements to the best of my knowledge:

Salary and Wage Payments

- That the salary and wage payments in the above report(s) are for individuals whose names, percentages of effort, and payments have been recorded in Banner for the associated six month period;
- That I have reviewed each of the Banner transactions for the six month period;
- That each transaction with any subsequent correction, is complete and accurate;
- That the salaries and wages charged to each of the above sponsored projects or federal formula grants reasonably reflect the work effort or activity for each individual who was compensated during the period;
- That for all federal funding (including pass-through), administrative salaries are allowable under the Business & Financial Policies & Procedures Section. 16.1.1. (See "Application of Policy" for treatment of costs by fund category.);

Statement immediately below applies to sponsored projects only; does not currently apply to federal formula grants:

That I have not, without prior approval of the sponsor, been absent for more than three months or reduced the effort committed to (any of) the above sponsored project(s), either as a direct charge or as cost sharing, by more than 25% of the effort committed in the approved budget(s);

All Other Direct Costs

- That any and all direct costs charged to each sponsored project or federal formula grant were directly related to each sponsored project or federal formula grant and were incurred in accordance with the provisions of the award or program document and the campus policy under section 16.1.1;

Cost Transfers

- That any necessary cost transfers are reflected in the report(s); and

Cost Sharing

- That cost sharing (as applicable and when shown), corrected as necessary, reasonably reflects the work performed.

When you click the Confirm button, you are confirming that the information for the sponsored project(s) or federal formula grant(s) on these tabs is true and correct.

Semi-Annual Confirmations – PI/Confirmer

Frequently Asked Questions

Q: When I log in (as the PI/Confirmer) there are no reports to confirm. The Department Contact says they have reviewed these reports and sent them to me, what is wrong?

A. Perhaps nothing is wrong. Check the status of the report(s) in question from your "Overview" tab or ask the Department Contact to run a departmental tracking report.

The issue may be with a report that is still in the Department Contact's workflow:

If the report is in status "Needs Dept Review", the Department Contact still needs to complete the initial administrative review, agree to the costs (and cost share as applicable), and send the report to the PI/Confirmer for further action.

If the report is in status "Dept Ready to Send to Confirmer", the Department Contact needs to send the report to the PI/Confirmer for further action.

The issue may be with a report that is in your workflow (PI/Confirmer workflow):

If the report is in status "Confirmer Reviewing" (or "Alt Confirmer Reviewing") it is not yet ready to be confirmed, and will not be available on the "Confirm" tab (it will not be visible on that tab, it will only be visible on the "Overview" tab). In your PI/Confirmer role, you need to select the report from the "Overview" tab for further action. Reports that are in status "Confirmer Reviewing" (or "Alt Confirmer Reviewing") need the PI/Confirmer to review and agree to the direct costs (and cost share as applicable) in order for the system to move the report to status "Ready to Confirm".

Only reports that are in status "Ready to Confirm" will be visible on the "Confirm" tab and available for the PI to select and complete the confirmation steps.

Q: I have as confirmed all of my reports, but received a "late notice" anyway. Why?

A. Check the status of the report(s) in question on your "Overview" tab. If you do not see the report on the "Overview" tab, it is no longer in your workflow. Ask your Department Contact to run a departmental tracking report to check on the status of the report. If the report has been confirmed, the Department Contact needs to check to see that the report was submitted to GCO (and not awaiting further departmental action). Until the confirmed report is submitted to GCO, the reporting cycle is not complete and late notices will continue to be sent out by the system. If the report has been submitted to GCO, check the date the report was submitted to GCO and the date the late notice was generated. It may be a timing issue where the report has been submitted to GCO, but it was submitted after the late notice was already sent out by the system.

Q. Effort was reported in the annual progress report (for the PI or other person) that does not show as cost share in the confirmation report. What needs to be done to change the cost share information for the confirmation report?

A. That depends. GCO will need to investigate each situation on a case-by-case basis. If the contributed effort is due to a mandatory cost sharing requirement or is voluntary committed cost sharing, then the contributed effort will need to be tracked and reported in the University financial accounting systems. In those cases, the cost sharing commitment will be entered in the cost share application for tracking and reporting, and a revised cost share report will be provided for the confirmation reporting.

If the effort reported in the annual progress report is "after-the-fact" (was not an "up-front" cost share commitment formally documented in the proposal budget or budget narrative) that effort is classified as voluntary uncommitted cost sharing, which is neither tracked nor reported in the University's accounting systems per federal guidelines and regulations. In those cases, it is not appropriate to include the voluntary uncommitted cost sharing effort in the confirmation reporting.

Semi-Annual Confirmations – PI/Confirmer

Q. The expenses on the confirmation report are "wrong". What needs to be done to revise the confirmation report?

A. The expenditures on the confirmation report reflect the actual costs as recorded in the Banner accounting system for the indicated six-month reporting period. The accounting periods included in that six-month time frame are financially closed, and no retroactive changes to closed accounting periods can be made.

However, if corrections need to be made for the expenses that are "wrong" (need to be removed from the project or charged to the project) , then cost transfers should be promptly initiated. The appropriate cost transfer status should be selected on the confirmation report, and supporting documentation for the cost transfers should be attached as needed to explain the corrective actions.

Q: There are "zero" costs on a report line. Why does this report line have to be confirmed?

A: A report line may appear to have "zero" costs when the same dollar amount of costs were charged and subsequently removed during the same confirmation period. The transactions moving charges on and off of the report line will need to be agreed to and confirmed.

See the example screenshot below for a "zero" dollar report line. Costs were charged and subsequently removed during the same confirmation period making the net costs for the report line appear to be "zero". The report line requires review and confirmation by the PI/Confirmer.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Choose Cost Transfer Status	Processed before Confirmation	Pending in Banner	Docs	
1	491511	251003	\$0.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Back Close										
Materials and Supplies: \$0.00										
Account: 121300			Description: Information Technology Supplies				Amt: \$0.00			
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee				
07/21/2009	\$147.97	PCA14ECW	191100	A01	NewEgg com					
07/31/2009	(\$147.97)	J1207328	191100	A01	fund code correction					

You may also see report lines requiring confirmation where the costs are negative. This is due to more costs being removed than were charged during the confirmation period.

Since the costs being removed were confirmed as "correct" during a prior confirmation period, the removal of the costs during this confirmation period must also be confirmed as "correct".

In the example below, a refund from a subrecipient was received after the original costs were confirmed in a prior period. (Note -- subrecipient costs are under the Account Type "Services")

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Choose Cost Transfer Status	Processed before Confirmation	Pending in Banner	Docs	
1	493864	807005	(\$3,979.61)	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Back Close										
Services: (\$3,979.61)										
Account: 156002			Description: Subaward 2				Amt: (\$3,979.61)			
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee				
09/10/2009	(\$3,979.61)	J1226227	191200		62017 9/9/09 Refund for A6544					

Semi-Annual Confirmations – PI/Confirmer

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