Work Flow of the Certification Process

1) Sponsored Projects Finance (SPF) releases all the reports to department. By default the reports goes to the designated department administrator.
2) Administrator assigns a delegate if he/she wishes to do so.
3) Administrator/delegate adds PI as an approver if the PI wishes to certify reports for those who worked on his/her project.
4) Administrator/delegate reviews and forwards report to employee.
5) Employee reviews and certifies. Employees should contact their administrator if they have questions about the report.
6) Administrator/delegate reviews and certifies employee's report. If PI was added as an approver, then he/she reviews and certifies. The report is fully certified.
7) Exception to above flow – for terminated employees, only one approval from either the administrator/delegate/PI is needed for the report to be fully certified.