



PROXY Request

The University of Pittsburgh Effort Reporting Policy requires that effort on federally sponsored projects be certified by the Principal Investigator (PI) of the sponsored project and that all PIs certify their own effort.

The Proxy designation enables the named individual to electronically certify the PI's personal effort statement. Requests are subject to the approval of the CFO or his/her designee.

Principal Investigator's Approval

For the reasons detailed on the attached justification, I request that the individual named below be designated to certify my effort statement(s) for the academic period(s) beginning _____. If this person should leave the University or does not fulfill these responsibilities, I agree to assume the responsibility for my effort certification.

_____	_____	_____	_____
Printed PI Name	Employee #	PI Signature	Date

Proxy Approval

I certify that I have first-hand knowledge and sufficient technical expertise and/or I have documentation that provides suitable means to verify the work performed by the PI identified in this request and I agree to certify his/her effort statement for the period(s) indicated.

_____	_____	_____	_____
Printed Proxy Name	Employee #	Proxy Signature	Date

Chair Approval

_____	_____	_____
Printed Chair Name	Chair Signature	Date

Dean Approval (Not necessary for School of Medicine.)

_____	_____	_____
Printed Dean Name	Dean Signature	Date

This Section for use for FCR only:	
Approval: _____	Date: _____

Proxy Justification Documentation

Reason for Request:

PI Termination _____
Termination Date

Other – Describe Below

Description

Justification for Proxy Selection:

First-hand knowledge
(Must have witnessed work-explain below)

Other Suitable Means
(Attach Signed Support-
describe below)

Description