

Semi-Annual Confirmations **For PIs or Alternate Confirmers**

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

Urbana and Springfield campuses

Welcome!

This information is intended to be a high-level overview of the web-based Semi-Annual Confirmation application for individuals with the role of **PI or Alternate Confirmer**.

Additional information may be found on the OBFS website:

<http://www.obfs.uillinois.edu/training/materials/grants/>

Grants and Contracts Office contacts:

Urbana	Jayne Goby	217-244-4759	goby@uillinois.edu
Springfield	Rebecca Jones	217-206-7849	rjone1@uis.edu

Starting the Confirmation Process

After the final month in the semi-annual reporting period has closed:

1. Expenditure data is verified
2. Reports are created and delivered to the departments
3. Notification e-mails are sent to Departments and PIs when the reports are available for review
 - General information
 - Link to the online application

Click the link in your notification e-mail to start the application.

NOTE: The current address for the online application is:

<https://apps.obfs.uillinois.edu/CostShare/ind.cfm>

The address above may change. Please refer to your notification e-mail for the correct address.

Log in using your ID and password


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.

First-time users: Click here 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](#)

Overview Tab

The **Overview** tab is the starting point. Click a grant code or program code to open a report for review. *Note that no reports are available on the Confirm tab at this point in the process.*

Semi-annual Expenditure Confirmations

Overview Confirm

Confirmer Instructions

Overview page instructions indicate user's role.

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 R			
Grant A3199:	AG 2009-35302-05285		09 to 06/30/09
Grant A6205:	NSF EF 04-25852		09 to 06/30/09

Click a grant code (sponsored project) or a program code (federal formula grant) to open a report for review.

Reviewed, Ready to Confirm

No grants at this time.

Direct Expenditures Tab

Semi-annual Expenditure Confirmations

Overview **Confirm** Cost Sharing

Direct Expenditures

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

The expenditure effort, and payment transfer status. the six month reporting period. Salaries and wages are reported as percentages of all distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate

Summary totals by report line

Same layout and requirements as the paper confirmation forms.

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

Save Cost Transfer Status

Report Correct, Go to CostSharing

Report Incorrect, Return to Dept Contact

Review All Other Direct Costs

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		231000	<u>\$830.30</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1		231000	<u>\$17,383.79</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1		231000	<u>\$676.03</u>	<u>\$11,082.50</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1		231000	<u>\$5,665.65</u>	<u>\$20,330.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1		231000	<u>\$49,395.03</u>	<u>(\$1,024.94)</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1		231000	<u>\$187,239.82</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	231000	<u>\$66,882.58</u>	<u>\$184,396.95</u>	<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 Cost**.

Summary by Account Type

Clicking an item under **All Other Direct Cost** opens a view of costs by Account Type for that report line.

1	493032	231000	\$5,665.65	\$20,330.00	○	○	○	○
1	493033	231000	\$49,395.03	(\$1,024.94)	○	○	○	○
1	493336	231000	\$187,239.82	\$0.00	○	○	○	○
1	493382	231000	\$66,882.58	\$184,396.95	○	○	○	○

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 Cost Transfer Status 

 Export Details to Excel

[Close](#)

Click **Close** to close the summary by account type.

Click the *Excel* icon to export all account type details.

Click a link under **Account Type** to review detailed transaction data by cost category.

Transaction Detail

Click an **Account Type** to display the account code, date, amount, document number, description, and other details for each transaction.

Back Close						
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	

Review Salaries and Wages

A similar process is used to review 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	<u>\$830.30</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$17,383.79</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$676.03</u>	<u>\$11,082.50</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$5,665.65</u>	<u>\$20,330.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$49,395.03</u>	<u>(\$1,024.94)</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$187,238.82</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			<u>\$66,882.58</u>	<u>\$184,396.95</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

To review payroll transaction details, click an amount under **Salaries and Wages**.

Summary by Payee Name

Click a link under **Salaries and Wages** to display summary totals by Payee name for the selected report line.

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

Click **Close** to close the summary by payee name.

Close

Export Details to Excel

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

NOTE: Fictitious pay data is used in all examples.

Save Cost Transfer Status

Payee Detail

Click a **Payee name** to view detailed data for the underlying payroll transactions. Data for individuals with non-hourly appointments displays as percent effort, while data for individuals with hourly appointments displays the number of hours.

Back	Chen, Yi		Payee Detail	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 999 0
05/16/2009 - 06/15/2009	Original Action	06/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 6 0
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

Non-hourly appointment with percent effort.

Save Cost Transfer Status 

Select Cost Transfer Status

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.

	Salaries and Wages	Choose Cost Transfer Status			Docs
		None Required	Processed before Confirmation	Pending in Banner	
1	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	\$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

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

The Department Contact is not required to select a cost transfer status to agree to the direct costs and may forward the report to the PI/Confirmer with any or all of the cost transfer status selections blank.

Reminder Message – Cost Transfer Status

The PI/Confirmer must select a cost transfer status for all of the report lines before agreeing to the costs.

Overview **Confirm**

Direct Expenditures **Cost Sharing**

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

Select a cost transfer status for each fund line.

A reminder message displays if a cost transfer status is not selected for each fund line before the PI/Confirmer clicks the **Report Correct** button.

The expenditures below have been recorded in Banner for the six month reporting period. Salaries and wages are 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	<u>\$830.30</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
1	493029	231000	<u>\$17,383.79</u>	<u>\$0.00</u>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Report Correct, Go to CostSharing

Report Incorrect, Return to Dept Contact

Reminder Message – Attach Documents

Documentation must be attached when the cost transfer status is *Pending in Banner*. A reminder message will display if the PI/Confirmer clicks the **Report Correct** button for a report line with this status that has no documentation attached.

Semi-annual Expense Report

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 0425852

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

Save Cost Transfer Status

Attach Documents

Click the paper clip icon on the **Direct Expenditures** or **Cost Sharing** tab.

A pop-up window opens, as shown below, allowing the user to view, attach, or delete documents.

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.

 **DOCS** If no documents are attached, the paperclip is empty.

 **DOCS** When documents are attached, the paperclip is full.

Status Selected, Documents Attached

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	<u>\$830.30</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
1	493029	231000	<u>\$17,383.79</u>	<u>\$0.00</u>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1	493031	231000	<u>\$676.03</u>	<u>\$11,082.50</u>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1	493032	231000	<u>\$5,665.65</u>	<u>\$20,330.00</u>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493033	231000	<u>\$49,395.03</u>	<u>(\$1,024.94)</u>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
1	493336	231000	<u>\$187,239.82</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
1	493382	231000	<u>\$66,882.58</u>	<u>\$184,396.95</u>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

Report Correct, Go to CostSharing

Report Incorrect, Return to Dept Contact

Review and Agree to Cost Sharing

The cost-sharing information must also be reviewed and agreed to before the report can move to status **“Ready to Confirm”** (if cost-sharing exists for the report).

Semi-annual Expenditure Confirmations

Overview
Confirm

Direct Expenditures

Cost Sharing

Grant Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research
Grant PI: Schatz, Bruce R

Cost Share Year: 08/16/09 - 08/15/2010
Grant A6205 - NSF EF 04-25852

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

Docs

Optional documents may be attached.

Report Correct, Go to Overview

Report Incorrect, Return to Dept Contact

Ready to Confirm Reports

Reports that have been reviewed and agreed to by the PI/Confirmer will show status **“Ready to Confirm”** on the Overview tab.

Note that reports are not available on the Confirm tab prior to the PI completing the review and agree to step.

Only persons in the role of PI/Confirmer can see the **Confirm** tab (no other role has access to this tab).
NOTE: Reports must be reviewed and agreed to by the PI (step 1) before they are available for confirmation on the Confirm tab (step2)

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 R			
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: Gary Anderson (gandersn@illinois.edu) Schatz, Bruce R			
Grant A6205 : NSF EF 04-25852	Ready to Confirm	05/06/10	01/01/09 to 06/30/09

Select Reports to Confirm

Semi-annual Expenditure Confirmations

Overview **Confirm**

01/01/09-06/30/09

Ready to Confirm

These grants are ready for you 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 04-25852 [View/Edit](#)
- Grant C6216 - CIMIT 2009-03638 [View/Edit](#)

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

Click the View/Edit link to return to the **Direct Expenditures** tab for the report.

Confirmation Statements

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

Salary and Wage Payment

- 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.

Confirm Reports

Click the “**I Confirm**” button at the bottom of the page after reading and agreeing with the confirmation statements. This step is the equivalent of submitting a signed paper confirmation report.

The confirmed reports are sent to the Department Contact for final review and ultimate submission to the Grants and Contracts Office.

When you click the Confirm button, you are confirming that the grant information on these tabs is true and correct.

I Confirm

Confirmed Status

Logoff

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
No grants at this time.	
Reviewed, Ready to Confirm	
No grants at this time.	
Needs Department Review (Read-Only)	
Org 231: Vice Chancellor for Research - Institute for Genomic Biology	
Dept Contact: name here	
Schatz, Bruce R	
Grant A3199 : AG 2009-35302-05285	Confirmed, Needs Final Dept Review
Grant A6205 : NSF EF 04-25852	Confirmed, Needs Final Dept Review
Grant C6216 : CIMIT 2009-03638	Confirmed, Needs Final Dept Review
	05/06/10
	05/06/10
	05/06/10
	01/01/09 to 06/30/09
	01/01/09 to 06/30/09
	01/01/09 to 06/30/09

The PI's confirmation step is completed and the reports are in the Department Contact's workflow (*are 'read-only' to the PI*)

The remaining steps are the final administrative review by the Department Contact (for all reports) and by the Program Reviewer (for federal formula grant reports) and submission of the reports to the Grants and Contracts Office.

PI/Confirmer Responsibilities

Ongoing:

- Be familiar with the requirements of the semi-annual confirmation process (see OBFS policy [Section 16.1.3 – Compensation for Personal Services Charged to Sponsored Projects.](#))

Semi-annually:

- Be available during the confirmation period to:
 - Review the semi-annual confirmation reports on-line, verify that direct costs and cost-sharing are correct as shown on the reports
 - Communicate with Department Contact if any errors or issues are noted on the reports
 - Confirm the reports by the due date using the web-based confirmation application
 - Follow-up with the Department Contact for any reports returned for reconfirmation

Thank you!

Grants and Contracts Office contacts:

Campus	Name	Phone	E-mail address
Urbana	Jayne Goby	217-244-4759	goby@uillinois.edu
Springfield	Rebecca Jones	217-206-7849	rjone1@uis.edu