How do I certify or not certify the Payroll Certification Form Task?

Show Me

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Tell Me

1. The Principal Investigator will receive an email with access details
   2. Click the link in the email to access the Grant Payroll Certification Form Task

   From: <payroll-certification@unc.edu>
   Date: Wed, Oct 28, 2020 at 3:10 PM
   Subject: Annual Grant Payroll Certification

   You have been identified as a Principal Investigator for Sponsored Account Project Number: 2018-2019 NCSP HE Partnership.

   Fiscal Year 2020 ended June 30, 2020. The salaries associated with this project must be certified annually to maintain research compliance with the agency sponsoring this project and University policy.

   The salaries charged to Fund Number have been successfully pre-reviewed by the next step is for you to review the form and provide your final annual certification.

   Please use https://imsign.unc.edu/Experience/Task/view/SysTaskMyAssignedTask?3ZT4dR_k-syITY1X0D6YsHtDQ to access the Grant Payroll Certification form. The deadline to complete the certification is November 30, 2020.

   Please use https://docs.unc.edu/documents/TvQCo8Km18_B65hGxVv5DS5uQhWQPNwrP7TYJdE5uP0/assets to access the form instructions.

   Thank you.

   CCA - Cost Analysis Group

3. Review the form details
4. If applicable, click Attach to attach supporting documents

5. Click Complete in the top right to Certify or Not Certify

Related FAQs

- What is Qualtrics?
- What are the survey options are available on campus?
• How do I collaborate with others in Qualtrics?
• How do I contact Qualtrics Support?
• What software is available to UNC Charlotte students, faculty and staff?