

## Financial Report Certification

The Sponsored Projects Office will send a financial certification report to every Principal Investigator (PI) quarterly to attest that their grant award expenses meet SPO grant cost principals guidelines.

On each certification the PI is attesting to the statement:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or other type) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

This statement comes from Federal Regulations ([2 CFR 200.415](#)). If the PI does find any changes that are needed, they will identify on the financial certification and when those changes will be made. Along with this certification each Principal Investigator is required to review their finances on a monthly basis.

All Federal drawdown of funds is compiled by WOU Business Office Grants Accountant which then is sent to the Associate Director of Award Management and Post Award Services, and each PI with a federal draw identified. PIs are required to confirm that all these funds are following the certification given above and that there are no unallowable expenditures being drawn upon.

After the PI's have given their approval, the Associate Director of Award Management and Post Award Services will look over the adjustments (if needed) and approve the requested draw. Once the Grant Accountant receives the approved draw request, the Grant Accountant logs into G-5. The Grant Accountant requests the funds and prints reports and/or screenshots.

The approved draw requests and the G-5 reports/screenshots are sent to the Office Specialist for entry into our accounting software. The Office Specialist uploads the support for the entry into our document management software.

The Controller reviews the entry in the accounting software, using the documents uploaded, and then approves the entry. When the funds are received by the Cashier it is applied to the receivable.

Federal drawdowns are to be done monthly.