Suitable Means Checklist

Directions: If the Principal Investigator or the employee himself/herself does not sign the QER then the person who signs must complete and attach this Suitable Means Checklist.

Rationale: Federal regulations require that a person certifying a Quarterly Effort Report has suitable means for verifying the effort expended. Completing the Suitable Means Checklist indicates how the certifier meets this requirement and provides supporting documentation for audit purposes.

The QER for ____________________ during _______________

(enter employee name from QER) (enter period from QER)

was certified using the Suitable Means indicated below (please indicate all that apply)*:

☐ Confirmation of effort (i.e. e-mail) from PI/Employee who is traveling and unable to sign QER (copy attached)
☐ Department Activity Records or Workload Reports
☐ Detailed Appointment Calendars
☐ Hospital or Clinic Schedules
☐ Lab Schedules
☐ Minutes From Weekly or Monthly Meetings
☐ Productivity Reports
☐ Program or Progress Reports
☐ Teaching Schedules
☐ Travel Expense Reports
☐ Other – please describe

* Please note that “per budget or for budgeting purposes” are not acceptable explanations for suitable means. Also in the event of an audit, you may be asked to produce the items that you have checked above.

Signature: ____________________________ Date: _____________