

Suitable Means Checklist

Federal regulations require that a person certifying effort on a sponsored award would have suitable means for verifying the actual expended effort. This form confirms how the certifier meets this requirement and provides supporting documentation for audit purposes.

This Suitable Means Checklist must be completed, signed, and attached if the Principal Investigator or the employee whose effort is certified does not sign the effort certification or recertification memo themselves.

Effort 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 or recertification memo (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 attach the items that you have checked above to the signed Suitable Means Checklist.***

***** Please note that “per budget or for budgeting purposes” are not acceptable explanations for suitable means.***

Signature: _____

Date: _____