



Semi-Annual Confirmations

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

PI/Confirmer

Urbana and Springfield

Semi-Annual Confirmations – PI/Confirmer

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Semi-Annual Confirmations – PI/Confirmer

Background

The semi-annual confirmation process is completed online by the Principal Investigator.

The Code of Federal Regulations 2 CFR part 220 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, or “Uniform Guidance” (UG) requires the University to confirm that expenditures charged to sponsored agreements or to federal formula grants were incurred properly. The regulations also require that salaries charged based on budget estimates (percentage of appointment method) undergo an after-the-fact review and verification. To meet this requirement, the semi-annual expenditure confirmation process provides verification of all direct costs charged to sponsored projects and federal formula grants.

The semi-annual expenditure confirmations are used by the University to confirm to the Federal government and other sponsors that all expenditures reported are in accordance with the provisions of the sponsored project's proposal and award documents or with the provisions in the federal formula grant program or awarding documents as applicable.

Principal Investigators and their units are responsible for assuring that all charges to sponsored projects and federal formula grants are reasonable, allocable, and allowable and that the charges directly benefit the sponsored project or the federal formula grant. Failure to do this may result in adverse consequences to the University and to individual employees who knowingly make improper charges to federal funds.

Reports are generated twice each year for sponsored projects and federal formula grants requiring confirmation. The confirmation period for these reports is the six-month period ending the preceding December and June.

Using the online confirmation system to access these reports, the Principal Investigator will review and agree to the direct expenditures and contributed effort commitments and confirm the accuracy of the cost reported for each of their sponsored projects or federal formula grants. Corrections, if needed, are initiated through cost transfers or labor redistributions. The confirmed reports are sent to the unit business contact for a final administrative review and ultimately submitted to Sponsored Programs Administration (SPA). In the event the Principal Investigator is unavailable for an extended period, an appropriate Alternate Confirmer may be assigned.

Semi-Annual Confirmations – PI/Confirmer

Summary of Confirmation Process

A preliminary list of sponsored projects, federal formula grants, and the responsible Principal Investigators as recorded in Banner will be generated after the close of the semi-annual confirmation period, December and June. The preliminary list of projects and responsible PIs will be distributed to the Department Contact for review and corrections as needed.

Corrections or changes needed for the fund or grant PI name as recorded in Banner should be promptly communicated to SPA. Changes to the fund or grant PI name in Banner will be made only to correct data-entry errors or when the responsibility for the project has been officially transferred to a different PI as approved by the sponsoring agency.

The Department Head, PI, and Department Contact will be notified when the list of sponsored projects and federal formula grants requiring confirmation is available online. The Department Contact will initially review the semi-annual confirmation reports, agree to the contents, and forward the reports to the PI/Confirmer. Reports that are subsequently confirmed by the PI/Confirmer and agreed to by the Department Contact are then submitted to SPA.

PI/Confirmer Responsibilities

Ongoing:

- Be familiar with the requirements of the semi-annual confirmation process. Consult with your Department Contact or SPA if you have any questions about this process.

Semi-Annually:

- Review the semi-annual confirmation reports online to agree the direct costs and cost-sharing are correct as shown on the reports.
- Communicate with the Department Contact if any errors or issues are noted on the reports so corrections can be made through cost transfers or labor redistributions.
- Confirm the reports are correct with any necessary corrections indicated by selecting the appropriation cost transfer status.

Semi-annual confirmations are the basis of our assurance to sponsors and the University's independent auditors that costs directly charged or claimed as cost sharing are incurred legitimately with the direct knowledge of Principal Investigators. These online reports permit Principal Investigators to approve expenditures and project personnel effort semi-annually. Without these confirmations, costs could be questioned or disallowed. Reminder emails will be sent prior to the due date to alert the Department Contact and the PI/Confirmer of any reports that have not yet been confirmed and submitted to SPA. Program Reviewers will also be notified if reports for federal formula grants are outstanding.

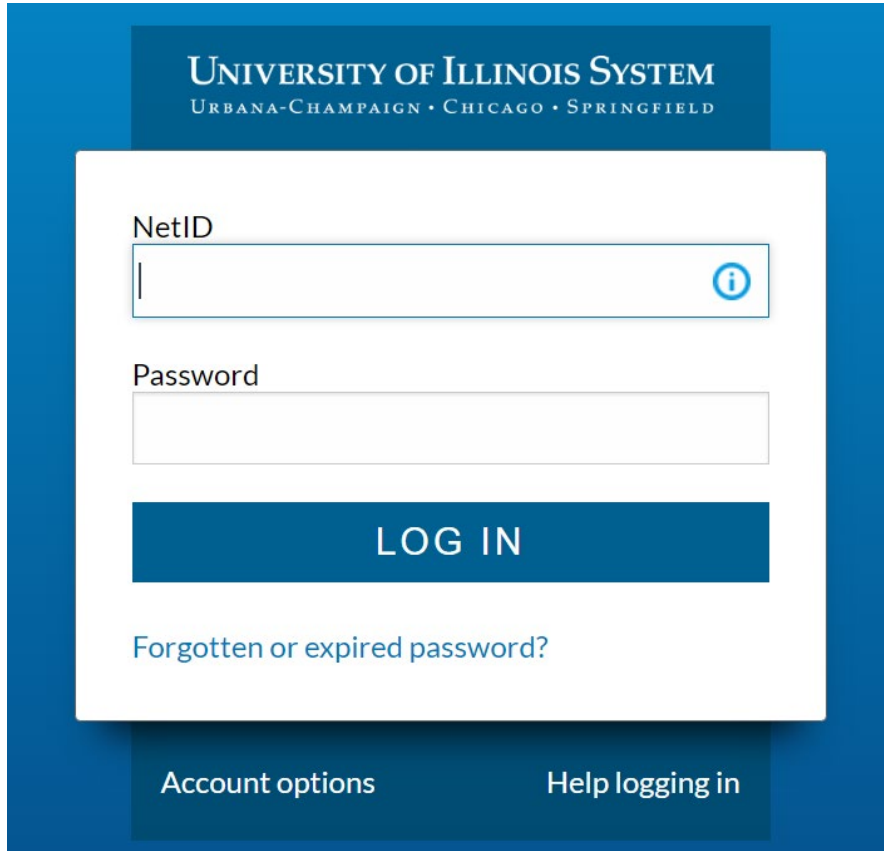
Notifications for overdue reports not submitted to SPA by the due date will be automatically generated by the system on a regular schedule. As the severity of the delinquency increases, subsequent late notifications are escalated and copied to the Department Head, Dean, and Office of the Vice Chancellor for Research and Innovation (for sponsored projects), and/or the ACES Associate Dean, Extension and Outreach or ACES Associate Dean for Research (for federal formula grants).

Detailed instructions for using the online confirmation application in the role of “**PI/Confirmer**” follow.

Semi-Annual Confirmations – PI/Confirmer

Log In to the Online Confirmation Application

Log in using your Enterprise Application user name and password at: <https://confirmations.uillinois.edu>



UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID

Password

LOG IN

[Forgotten or expired password?](#)

[Account options](#) [Help logging in](#)

Semi-Annual Confirmations – PI/Confirmer

Overview of Reports and Status

A list of reports to be reviewed and approved by the PI/Confirmer is displayed on the “**Overview**” tab. The list is grouped by org code and then sorted by grant code or program code.

At the start of the process all reports displayed on the PI/Confirmer “**Overview**” tab will be in status “**Confirmer Reviewing**”. The status message will change as the report is moved by the users through the steps of the process. User roles in the application are PI/Confirmer, Department Contact, and SPA.

The “**Date Due To Dept**” is the date confirmed reports are to be submitted to the Department Contact.

Each confirmation report will have two parts that may need to be reviewed and agreed to by the PI/Confirmer. The first part of the report is direct expenditures (salaries, wages and all other direct costs) by report line and the second part of the report is cost-sharing by grant.

At least one part of the report must have activity for the report to be included in the confirmation process. The grant fund must have either direct expenditures or the grant must have contributed effort cost-sharing during the confirmation period.

To begin:

Go to the “**Overview**” tab and select a report in status “Confirmer Reviewing” by clicking a grant code or a program code in the list displayed.

Overview Confirm Resources ▼

Confirmer Instructions

Overview page “instructions” indicate user’s role

1. Verify the expenditures and cost-sharing
2. Confirm the verified reports (may vary)

Click on a grant code or program code to select an available report to review

Needs Review

Grant / Program	Status	Date Due to Dept	Reporting Period
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension			
Dept Contact: Dept Contact name and email here me here			
PI Name here			
Grant AG042 : COM Sub Purdue F0008309702057	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23
Grant AH335 : COM Sub Purdue F0008309702068	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23
Program 384509 : ICR Sea Grant Admin	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23
Program 384183 : Nutr Cook N OpExp	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23

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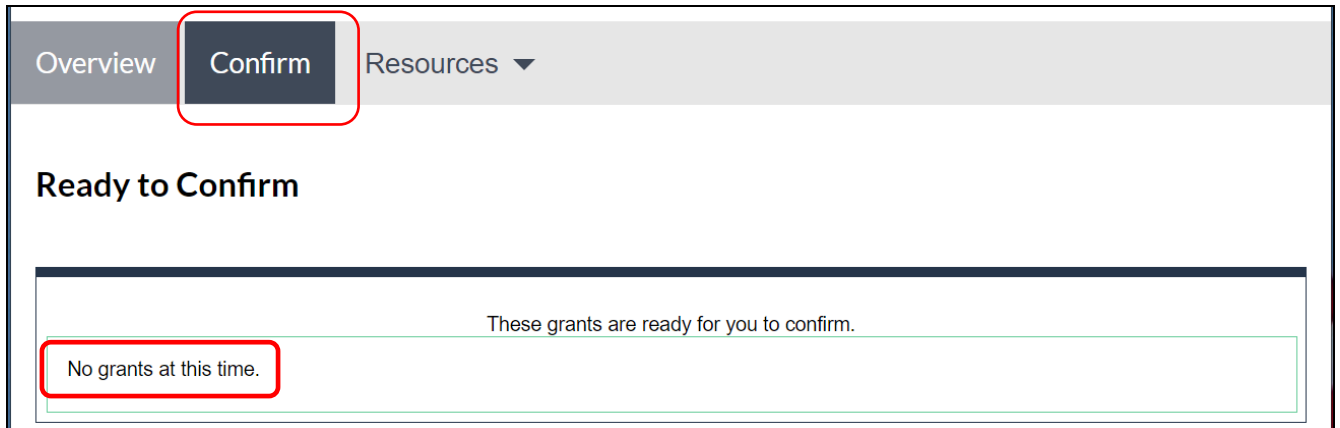
Note:

Only reports in status **“Confirmer Reviewing”** can be agreed to and then subsequently confirmed by the PI/Confirmer. These reports must be opened on the “Overview” tab.

If you go to the “Confirm” tab while reports are still in status “Confirmer Reviewing”, you will see a message saying “No grants at this time” -- see example screenshot below.

You must return to the “Overview” tab and then complete the review/agree step for the grant or program code before the report will be ready for the confirmation step.

If you see Reports that are in status “Needs Dept Review”, this means the reports are still in the Department Contact’s workflow and will be “read-only” to the PI/Confirmer.



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Direct Expenditures (Costs)

The review of direct expenditures is the same for both "Grant" reports and "Program" reports.

Clicking a grant code or program code from the list on the "Overview" tab takes the user to the "Direct Expenditures" tab.

Direct expenditures for salaries, wages and other direct costs charged during the confirmation period will be reviewed and agreed to on this tab.

When there are direct costs to confirm, separate summary totals are broken out by Chart, Fund, and Org. The summary totals are displayed for expenditures in the categories of "All Other Direct Costs" and "Salaries and Wages". On the right-hand side of the page, there is a section to choose a cost transfer status for each line, and the option to attach supporting documentation.

If the PI/Confirmer is responsible for confirming several different chart-fund-org fund combinations under the selected grant code or program code, multiple lines of summary data will display as shown in the example below.

Cost transfer status selections may be saved if the PI/Confirmer needs to continue the review of the remaining report lines at a later time.

Chart	Fund	Org	All Other Direct Costs	Salaries and Wages	None Required	Processed before Confirmation	Pending in Banner	Docs
1	475825	384127	\$500.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476129	384127	\$200.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476130	384127	\$4,610.36	\$7,099.76	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476131	384127	\$30,836.93	\$63,751.01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476132	384127	\$9,866.12	\$27,606.59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476133	384127	\$1,344.93	\$1,571.43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476134	384127	\$23,786.85	\$40,787.09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Important: Click "Report Correct" (green button) only after all report lines have been reviewed and a cost transfer status has been selected for each report line.

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Review “All Other Direct Costs”

Click an amount (active link) under the column heading “All Other Direct Costs” to review transaction detail by chart-fund-org line.

Overview Confirm Resources ▾

Direct Expenditures Cost Sharing

Fund Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Fund PI: [redacted]
 Date Range: 07/01/23 - 12/31/2023 Grant AG042 - COM Sub Purdue F0008309702057

To review details for non-payroll transactions, click an amount under "All Other Direct Costs"

Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer method.

Chart	Fund	Org	All Other Direct Costs	Salaries and Wages	Choose Cost Transfer Status			
					None Required	Processed before Confirmation	Pending in Banner	Docs
1	475825	384127	\$500.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476129	384127	\$200.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476130	384127	\$4,610.36	\$7,099.76	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476131	384127	\$30,836.93	\$63,751.01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476132	384127	\$9,866.12	\$27,606.59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476133	384127	\$1,344.93	\$1,571.43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476134	384127	\$23,786.85	\$40,787.09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save selections

Report Correct, Go to CostSharing Report Incorrect, Return to Dept Contact

Clicking a summary amount listed under the “All Other Direct Costs” heading will open a view of costs by Account Type for the selected chart-fund-org line.

Click the summary amount to start review of non-payroll transactions

1	476134	384127	\$9,866.12	\$27,606.59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			\$1,344.93	\$1,571.43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			\$23,786.85	\$40,787.09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

All Other Direct Costs Detail

Click the "X" to close summary by Account Type

Account Type	Amount
Benefit Costs	\$15,812.06
Materials and Supplies	\$62.42
Miscellaneous	\$3,755.20
Services	\$913.53
Transportation Services	\$3,243.64

Click the excel icon to export the details for "All Other Direct Costs" (exports detail for all account)

Save selections

Click a category name under the "Account Type" heading to review detailed transaction data by cost category

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Clicking a category name under the "Account Type" heading opens a detailed view of the underlying transactions by cost category.

In this example, clicking the link "Materials and Supplies" opens a display of the underlying transaction detail sorted by account code and then by transaction date.

The transaction amount, date, document number, description, and other details for each transaction are displayed in this view.

- Use the "Back" link to return to the summary by Account Type or the "X" to close and return to the Direct Expenditure tab.
- The "Export" feature noted on the previous summary screen may be selected if more detail than what is displayed on-screen is needed for your review.

The screenshot displays the 'Account Detail' interface. At the top, a header bar shows 'Account Detail' and 'Materials and Supplies: \$62.42'. Below this, there are two transaction entries. The first entry is for Account 121400, Description: Educational/Instructional Supplies, with a transaction date of 08/31/2023 and an amount of \$15.84. The second entry is for Account 129300, Description: Printing - External Vendor, with a transaction date of 09/08/2023 and an amount of \$46.58. The interface includes a 'Back' button on the left and an 'X' close button on the right. A 'Save selections' button is located at the bottom right. Two callout boxes provide instructions: one pointing to the 'Back' button and another pointing to the 'X' button.

Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
08/31/2023	\$15.84	TE442396	191200		AMZN Mktg US T34E08LN0	
09/08/2023	\$46.58	TE448960	191200		THE PRINTING WORKS	

Semi-Annual Confirmations – PI/Confirmer

Review “Salaries and Wages”

A similar process is used to review charges for “Salaries and Wages”.

Overview Confirm Resources

Direct Expenditures Cost Sharing

Fund Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Fund Pl: ()
Date Range : 07/01/23 - 12/31/2023 Grant AG042 - COM Sub Purdue F0008309702057

To review details for payroll transactions, click an amount under "Salaries and Wages"

Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer method.

Chart	Fund	Org	All Other Direct Costs	Salaries and Wages	Choose Cost Transfer Status			
					None Required	Processed before Confirmation	Pending in Banner	Docs
1	475825	384127	\$500.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476129	384127	\$200.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476130	384127	\$4,610.36	\$7,099.76	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476131	384127	\$30,836.93	\$63,751.01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476132	384127	\$9,866.12	\$27,606.59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476133	384127	\$1,344.93	\$1,571.43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476134	384127	\$23,786.85	\$40,787.09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save selections

Report Correct, Go to CostSharing Report Incorrect, Return to Dept Contact

Click an amount (active link) under the column heading “Salaries and Wages” to display summary totals by payee name for that chart-fund-org line.

Click a summary amount to start review of payroll transactions by fund-org

1				\$27,606.59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476133	384127	\$1,344.93	\$1,571.43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	476134	384127	\$23,786.85	\$40,787.09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Salaries and Wages Detail

Click the "X" to close summary

Payee Name	Salary Amount
Brandt, Gerard	\$38,458.09
Lindell, Davis	\$ 2,329.00

NOTE: Fictitious person data used in the examples; real names/UINs are masked

Export Details to Excel

Save selections

Click icon to export details for “Salaries and Wages” (exports details for all payroll transactions)

Semi-Annual Confirmations – PI/Confirmer

Clicking a **“Payee Name”** opens a detailed view of the underlying payroll transactions.

In the example below, details of payroll costs that were charged to the chart-fund-org line during the confirmation period for the selected individual are displayed.

- Use the **“Back”** link to return to the summary by Payee Name or the **“X”** to close and return to the **“Direct Expenditures”** tab.
- The **“Export”** feature noted on the summary screen may be selected if more detail than what is displayed on-screen is needed.

Data for individuals with non-hourly appointments will display a percent of full-time effort. Data for individuals with hourly appointments will display the number of hours.

Payee Detail

Back Brandt, Gerard UIN 999999999 X Salary: \$38,458.09

Position: U76902 Job Suffix: 00 Job Emp Class: Job FTE:

Pay Period	Event Desc	Trans Date	Salary Amt	%FTE/Hrs	Acct	Trans Desc
-		07/01/2023	(\$3,449.33)	-86.25 hrs	211400	HR Payroll 2023 MN 999 0
06/16/2023 - 07/15/2023	Original Action	07/14/2023	\$3,135.76	45 %	211400	HR Payroll 2023 MN 7 0
06/16/2023 - 07/15/2023	Original Action	07/14/2023	\$3,449.33	50 %	211400	HR Payroll 2023 MN 7 0
07/16/2023 - 08/15/2023	Original Action	08/16/2023	\$6,585.09	95 %	211400	HR Payroll 2023 MN 8 0
08/16/2023 - 09/15/2023	Original Action	09/15/2023	\$6,848.47	95 %	211400	HR Payroll 2023 MN 9 0
09/16/2023 - 10/15/2023	Original Action	10/16/2023	\$6,848.47	95 %	211400	HR Payroll 2023 MN 10 0
10/16/2023 - 11/15/2023	Original Action	11/16/2023	\$7,520.15	95 %	211400	HR Payroll 2023 MN 11 0
11/16/2023 - 12/15/2023	Original Action	12/15/2023	\$7,520.15	95 %	211400	HR Payroll 2023 MN 12 0

Click the **“X”** to close both detail and summary by Payee Name

Click **“Back”** to close detail and return to the summary by Payee Name

NOTE: Fictitious person data used in the examples; real names/UINs are

Example of non-hourly appointment with percent effort displayed

Pay Period	Event Desc	Trans Date	Salary Amt	%FTE/Hrs	Acct	Trans Desc
09/17/2023 - 09/30/2023	Original Action	10/11/2023	\$187.00	11.00 hrs	215920	HR Payroll 2023 BW 21 0
10/01/2023 - 10/14/2023	Original Action	10/25/2023	\$510.00	30.00 hrs	215920	HR Payroll 2023 BW 22 0
10/15/2023 - 10/28/2023	Original Action	11/08/2023	\$510.00	30.00 hrs	215920	HR Payroll 2023 BW 23 0
10/29/2023 - 11/11/2023	Original Action	11/22/2023	\$595.00	35.00 hrs	215920	HR Payroll 2023 BW 24 0
11/12/2023 - 11/25/2023	Original Action	12/06/2023	\$425.00	25.00 hrs	215920	HR Payroll 2023 BW 25 0
11/26/2023 - 12/09/2023	Original Action	12/20/2023	\$102.00	6.00 hrs	215920	HR Payroll 2023 BW 26 0

Example of hourly appointment with number of hours displayed

Semi-Annual Confirmations – PI/Confirmer

Special note: For sponsored project reports, there may be situations where there is only cost sharing to confirm for the reporting period (no direct costs). When the report is selected from the "**Overview**" tab, it will open on the default view of the "**Direct Expenditures**" tab.

In these cases where there are no direct costs, an explanatory message will display, see example below. Proceed to the "**Cost Sharing**" tab to confirm the cost sharing for the reporting period.



The screenshot shows a dark blue header bar with two tabs: "Direct Expenditures" (highlighted with a red box) and "Cost Sharing". Below the header, a white message box contains the following text:

There are no salaries, wages, or other direct cost expenditures for this grant report. Proceed to review Cost Sharing.

If you are aware of costs that should be confirmed for this reporting period, please advise the appropriate party. If you are a PI, notify your department contact Name here. If you are a department contact, notify the Post-Award office.

Semi-Annual Confirmations – PI/Confirmer

Agree to Salaries, Wages, and All Other Direct Costs

Actions after the salaries, wages and other direct costs for each report line on the report have been reviewed and a cost transfer status for each line has been selected:

- If you agree the costs are correct, click **"Report Correct"**.
- If you do not agree the costs are correct, click **"Report Incorrect"** to reject and return the report to the Department Contact.

Note: Rejecting either part of the report, direct expenditures or cost-sharing, rejects the entire report. The Department Contact should be notified of the reason(s) the report was rejected so corrective action can be taken before the report is returned to the PI/Confirmer for confirmation.

A cost transfer status must be selected for all report lines before the PI/Confirmer can agree to the direct costs.

A message will display if a cost transfer status is not selected for each report line before clicking **"Report Correct"**, see example shown below

Chart	Fund	Org	All Other Direct Costs	Salaries and Wages	Choose Cost Transfer Status	Docs
1	475695	384127	\$577.26	\$8,775.72	<input type="radio"/> None Required <input type="radio"/> Processed before Confirmation <input type="radio"/> Pending in Banner	

Only one cost transfer status may be selected at a time. If your Department Contact did not select a cost transfer status during their admin review, you must select a status during your PI review before you can agree to the report and proceed to the confirmation step.

Cost transfer status choices available:

Choose Cost Transfer Status		
None Required	Processed before Confirmation	Pending in Banner
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Semi-Annual Confirmations – PI/Confirmer

General guidance for cost transfer status choices:

- **"None Required"** -- Select if all salaries, wages and other direct costs posted to the report line during the confirmation period under review are correct as shown in the expense details and no additional cost transfers need to be posted.
- **"Processed before Confirmation"** -- Select if cost transfers were posted to the fund during the confirmation report review period, but prior to the report being confirmed.
- **"Pending in Banner"** -- Select if cost transfers for the report line are still in process in Banner when the report is confirmed. This status requires documentation to be attached.

The **"Save Cost Transfer Status"** icon allows the user to periodically save the selections during a review of multiple report lines.

If the user needs to stop the review before agreeing the costs for all report lines are correct, the existing cost transfer status selections will be saved.

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

The Department Contact is not required to select a cost transfer status during the initial administrative review. The report may be forwarded to the PI/Confirmer with any or all cost transfer status selections left "blank".

A cost transfer status must be selected for each line before the PI/Confirmer can agree to the costs and proceed.

Choose Cost Transfer Status			
None Required	Processed before Confirmation	Pending in Banner	Docs
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="button" value="Save Cost Transfer Status"/>			

Report lines with a status of **"Pending in Banner"** must have documentation attached before the report can be agreed to by the PI/Confirmer and moved forward to the confirmation step.

See the following section **"Attach Documentation"** for detailed steps .

A message will be displayed if documentation is required to be attached to a report line.

Overview Confirm Resources

Direct Expenditures Cost Sharing

Fund Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Fund PI: [redacted]
Date Range: 07/01/23 - 12/31/2023 Grant AH335 - COM Sub Purdue F0008309702068

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 Costs	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	475695	384127	\$577.26	\$8,775.72	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Semi-Annual Confirmations – PI/Confirmer

After **documentation is attached** to the report line(s) with a cost transfer status of “**Pending in Banner**”, the PI/Confirmer will be able to agree to the costs by clicking “**Report Correct**”.

After clicking “Report Correct” The direct expenditure page will indicate the PI/Confirmer has agreed to the direct costs for this report.

Overview Confirm Resources

Direct Expenditures Cost Sharing

Fund Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Fund PI: [redacted]
Date Range : 07/01/23 - 12/31/2023 Grant AH335 - COM Sub Purdue F0008309702068

You have verified that salaries, wages, and other direct cost expenditures for Grant AH335 are correct.

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 Costs	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	475695	384127	\$577.26	\$8,775.72	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Semi-Annual Confirmations – PI/Confirmer

Attach Documentation

Documents are required to be attached to a report line when the cost transfer status is **“Pending in Banner”**.

Documents may be attached to the report lines during the initial administrative review, but it is not required. During the initial admin review of an unconfirmed report the Department Contact is allowed to agree to the report without attaching documentation to report lines with a cost transfer status of **“Pending in Banner”**.

However, the PI/Confirmer cannot agree to the costs or confirm the report unless report lines with a cost transfer status of **“Pending in Banner”** have documentation attached. The Department Contact should attach documentation to these report line(s) if the PI/Confirmer does not have access to the supporting documentation.

Click the “paperclip” icon to view, attach, or remove documentation.

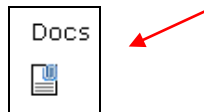
A form opens allowing the user to view, attach, or delete documents for the selected report line.

- 1) Click "Choose File" to search and find documentation to attach to the report line.
 - 2) When located, click on the document to select for attachment (path and document name will be displayed if successful)
 - 3) Click "Attach Doc". Must click this to actually attach the document, browsing alone will not complete the process.
- The name of the attached document will be displayed if the attachment is successful.

If no documents are attached the paperclip icon is “empty”.



When documents are attached the paperclip icon is “full”.



Semi-Annual Confirmations – PI/Confirmer

Review and Agree to Contributed Effort Cost Sharing

If cost sharing exists for the sponsored project ("Grant") report, the cost sharing information must also be reviewed and agreed to before the report will move to status **"Ready to Confirm"**.

Go to the **"Cost Sharing"** tab to review and agree to the contributed effort cost sharing for the grant code.

A list of names and related effort percentages and dates will be displayed when there is contributed effort cost sharing for this grant during the confirmation period.

- **If you agree** the cost-sharing information is correct as shown, click **"Report Correct"**.
- **If you do not agree** the cost sharing information is correct as shown, notify your Department Contact and click "Report Incorrect" to reject the report. Remember that rejecting either part of the report, direct expenditures or cost-sharing, rejects the entire report. The Department Contact should be notified of the reason(s) the report was rejected so corrective action can be taken before the report is returned to the PI for confirmation.

Overview Confirm Resources

Direct Expenditures **Cost Sharing**

Grant Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Grant PI:
Cost Share Year: 08/16/23 - 08/15/2024 Grant AH335 - COM Sub Purdue F0008309/uzub8

Name	UIN	% Effort	Effort Start	End Dates
Adams, John	123456789	12.00	08/16/2023	11/30/2023
Grant, Sam	987654321	10.00	09/01/2023	10/15/2023

Docs

Optional documents may be attached

Report Correct, Go to Overview Report Incorrect, Return to Dept Contact

NOTE: Fictitious data used in the cost share examples; real names/UINs are masked

Important Note:

Only contributed effort to meet mandatory or voluntary committed cost sharing requirements for the sponsored project is included in the cost share application and in confirmation reporting.

Voluntary uncommitted cost share effort that is contributed after-the-fact (was not formally committed up-front as cost sharing in the proposal budget or budget narrative) is **not** included in the cost share application and will not be part of confirmation reporting.

Semi-Annual Confirmations – PI/Confirmer

After clicking **"Report Correct"** the form will indicate the PI/Confirmer has agreed to the cost sharing for the report.

To review another report, return to the **"Overview"** tab.

The screenshot shows the 'Cost Sharing' tab selected. At the top, there are tabs for 'Overview', 'Confirm', and 'Resources'. Below these are sub-tabs for 'Direct Expenditures' and 'Cost Sharing'. The main content area displays the following information:

Grant Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Grant PI:
Cost Share Year: 08/16/23 - 08/15/2024 Grant AH335 - COM Sub Purdue F0008309702068

You have verified that Cost Sharing commitment for Grant AH335 is correct.

Name	UIN	% Effort	Effort Start	End Dates	Docs
Adams, John	123456789	12.00	08/16/2023	11/30/2023	
Grant, Sam	987654321	10.00	09/01/2023	10/15/2023	

Sponsored Projects ("Grant" reports) - an explanatory message will display if there is no cost sharing information to review. Notify your Department Contact if you believe there is contributed effort cost sharing for this grant. See note above about types of cost sharing included/excluded from reporting.

The screenshot shows the 'Cost Sharing' tab selected. The main content area displays the following message:

There is no cost share information to display for this grant. This may be due to one of the following:

- There is no cost share effort for this grant.
- The PI confirming this report is not the grant PI and has no responsibility to confirm cost share effort.
- Cost share effort has not yet been submitted to the Post-Award office for this reporting period.

If you are aware of cost-sharing effort that should be confirmed for this reporting period, please advise the appropriate party. If you are a PI, notify your department contact ! Name here . If you are a department contact, notify Post-Award.

Federal Formula Grants ("Program" reports) - an explanatory message will display indicating cost share reporting is handled outside of the online confirmation system.

The screenshot shows the 'Cost Sharing' tab selected. The main content area displays the following message:

Cost share for federal formula grants such as Hatch and Smith-Lever are currently reported outside the Semi-annual Confirmations system.

Semi-Annual Confirmations – PI/Confirmer

Confirm Reports

Reports that have been reviewed and agreed to by the PI/Confirmer are ready to confirm.

The status of these reports will show on the “**Overview**” tab as “**Ready to Confirm**”. This is "step 2" of the process after the reports have been agreed to by the PI/Confirmer in the prior step.

Only the PI/Confirmer has access to the “Confirm” tab and has the ability to confirm reports. No other role, such as the Department Contact, may perform this part of the confirmation process. The confirmation step is exclusive to the PI/Confirmer role.

Important note: Until reports are in status “**Ready to Confirm**” they will not be visible on the “**Confirm**” tab (not available to select from that tab)

The example below shows reports in status “**Ready to Confirm**”. Reports that are not ready to confirm will show a different status. See example next page.

Grant / Program	Status	Date Due to Dept	Reporting Period
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension Dept Contact: Name here PI name here			
Grant AG042 : COM Sub Purdue F0008309702057	Ready to Confirm	02/14/24	07/01/23 to 12/31/23
Grant AH335 : COM Sub Purdue F0008309702068	Ready to Confirm	02/14/24	07/01/23 to 12/31/23
Program 384509 : ICR Sea Grant Admin	Ready to Confirm	02/14/24	07/01/23 to 12/31/23

Semi-Annual Confirmations – PI/Confirmer

The view of the Overview tab below shows an example where the PI has reports in different statuses.

Reports in status “Ready to Confirm” will be available on the Confirm tab for the PI’s confirmation step.

The other reports require action before they will be ready to confirm.

Overview

Confirm

Resources ▼

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

Grant / Program	Status	Date Due to Dept	Reporting Period
Org 375: OVCR Prairie Research Institute - IL Natural History Survey			
Dept Contact: Name here			
PI name here			
Grant AF753 : COM Sub Purdue F0008309702003	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23
Grant AH609 : COM Sub Purdue F0008309702064	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23
Grant AJ391 : COM Sub Purdue 18100082-083	Confirmer Reviewing	02/14/24	07/01/23 to 12/31/23

Reviewed, Ready to Confirm

Grant / Program	Status	Date Due to Dept	Reporting Period
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension			
Dept Contact: Name here			
PI name here			
Grant AG042 : COM Sub Purdue F0008309702057	Ready to Confirm	02/14/24	07/01/23 to 12/31/23
Grant AH335 : COM Sub Purdue F0008309702068	Ready to Confirm	02/14/24	07/01/23 to 12/31/23
Program 384509 : ICR Sea Grant Admin	Ready to Confirm	02/14/24	07/01/23 to 12/31/23

Needs Department Review (Read-Only)

Grant / Program	Status	Date Due to Dept	Reporting Period
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension			
Dept Contact: Name here			
PI name here			
Grant AF753 : COM Sub Purdue F0008309702003	Needs Dept Review	02/14/24	07/01/23 to 12/31/23
Grant AJ391 : COM Sub Purdue 18100082-083	Needs Dept Review	02/14/24	07/01/23 to 12/31/23

Semi-Annual Confirmations – PI/Confirmer

To confirm reports that have been reviewed and agreed to, go to the “**Confirm**” tab. Only reports that are in status “Ready to Confirm” will be available on the “**Confirm**” tab. If there are no reports ready to confirm, the Overview tab will show a basically blank page with a message there are “no grants at this time”.

The PI/Confirmer has the option to confirm reports:

- Singly after an individual report has been reviewed and agreed to
- In groups after several reports have been reviewed and agreed to
- In total after all reports have been reviewed and agreed to

These options will accommodate situations where additional information is required and the PI/Confirmer’s review of a particular report is prolonged.

Select the report(s) to confirm.

When you have read and are in agreement with the statements on the confirmation page, click the button “**I Confirm**” at the bottom of the page.

The screenshot displays the 'Confirm' tab interface. At the top, there are navigation tabs: 'Overview', 'Confirm' (highlighted with a red box), and 'Resources'. Below the tabs, the heading 'Ready to Confirm' is visible. A date range '07/01/23-12/31/23' is shown in a dark bar. The main content area contains a message: 'These grants are ready for you to confirm.' To the left, there are 'Select All' and 'Unselect All' buttons, both with checkboxes and highlighted with a red box. A yellow callout box explains: 'PI/Confirmer may select/unselect all reports using these buttons. To individually select/unselect a report, use the check box by the grant or program code'. Below this, the section 'Org 384' is shown with the text 'PI name here' and the date '07/01/23-12/31/23'. A list of grants follows, each with a checkbox and a 'View/Edit' link. The first two links are highlighted with red boxes. A yellow callout box points to these links, stating: 'Click View/Edit link to return to the direct expenditure tab for the grant or program code.' The grants listed are: 'Grant AG042 - COM Sub Purdue F0008309702057', 'Grant AH335 - COM Sub Purdue F0008309702068', and 'Program 384509 - ICR Sea Grant Admin'.

Semi-Annual Confirmations – PI/Confirmer

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

Salary and Wage Payments

- 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 University policy and federal guidance;
- Statement immediately below applies to sponsored projects only; does not currently apply to federal formula grants:
 - That without prior approval of the sponsor, I have not 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), and I have not been disengaged from the project for more than three months.

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 were incurred in accordance with the provisions of the award document and University policies

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.

I Confirm

“I Confirm” By completing this step the PI/Confirmer agrees that to the best of their knowledge all statements on the confirmation page are true, including the statement that the PI/Confirmer has reviewed the salaries, wages and other direct costs for the reports being confirmed.

This is an electronic signature. Clicking **“I Confirm”** is the equivalent of submitting a signed paper confirmation report.

A message is then displayed indicating the selected reports were confirmed and have been submitted to the Department Contact.

The final administrative review will be performed by the Department Contact for sponsored projects and by the Department Contact and the Program Reviewer for federal formula grants before the confirmed reports are submitted to SPA.

When all reports available to the PI/Confirmer have been reviewed and confirmed, no reports will be visible on the **“Confirm”** tab.

Overview **Confirm** Resources ▾

Ready to Confirm

The report(s) you confirmed have been submitted to your department contact.

These grants are ready for you to confirm.

No grants at this time.

Semi-Annual Confirmations – PI/Confirmer

The PI/Confirmer's **“Overview”** tab shows the status of the confirmed reports that were automatically sent by the system to the Department Contact's workflow for the final departmental review.

Overview		Confirm	Resources ▼	
Needs Department Review (Read-Only)				
Grant / Program	Status	Date Due to Dept	Reporting Period	
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension				
Dept Contact: Name here				
PI name here				
Grant AF753 : COM Sub Purdue F0008309702003	Needs Dept Review	02/14/24	07/01/23 to 12/31/23	
Grant AG042 : COM Sub Purdue F0008309702057	Confirmed, Needs Final Dept Review	02/14/24	07/01/23 to 12/31/23	
Grant AH335 : COM Sub Purdue F0008309702068	Confirmed, Needs Final Dept Review	02/14/24	07/01/23 to 12/31/23	
Grant AJ391 : COM Sub Purdue 18100082-083	Needs Dept Review	02/14/24	07/01/23 to 12/31/23	
Program 384509 : ICR Sea Grant Admin	Confirmed, Needs Final Dept Review	02/14/24	07/01/23 to 12/31/23	

Semi-Annual Confirmations – PI/Confirmer

Department Contact Rejects a Confirmed Report

If the Department Contact changes the cost transfer status on a report line in a confirmed report, the report becomes “unconfirmed” and must be returned to the PI/Confirmer to complete the confirmation step again.

The rejected report will be displayed on the PI/Confirmer's “**Overview**” tab with a status of “**Dept Rejected, Confirmer Reviewing**”. The Department Contact may also reject the confirmed report without making any changes.

Consult with your Department Contact to determine why the report was rejected and what action needs to be taken before the report is confirmed again.

Overview	Confirm	Resources ▼
Org 384: Agr, Consumer & Env Sciences - Cooperative Extension		
Dept Contact: Name here		
PI name here		
Grant AG042: COM Sub Purdue F0008309702057	Dept Rejected, Confirmer Reviewing	02/14/24 07/01/23 to 12/31/23

Selecting the rejected report from the “**Overview**” tab opens the “**Expenditure**” tab. A message will indicate the report was returned for additional review. After determining the appropriate corrective action to take, the PI/Confirmer will need to repeat the steps to review, agree to, and confirm the report. There is no option for the PI/Confirmer to reject the report at this stage.

Overview	Confirm	Resources ▼
Direct Expenditures	Cost Sharing	
Fund Org: 384 - Cooperative Extension - Agr, Consumer & Env Sciences Name here		
Date Range : 07/01/23 - 12/31/2023 Grant AG042 - COM Sub Purdue F0008309702057		
The department contact has questions on this page and has returned the report for additional review.		

Semi-Annual Confirmations – PI/Confirmer

Reconfirmation of Previously Confirmed Report

Reports that have been confirmed and submitted to SPA may require reconfirmation at a later date if cost transfers are subsequently processed against sensitive account codes or if changes are made to contributed effort cost share.

SPA will review reconfirmation requests sent by the Department Contact and generate a reconfirmation report when appropriate.

Reports noted as **"Reconfirmation"** do not have a **"Due to Dept"** date on the **"Overview"** tab.

Grant / Program	Status	Date Due to Dept	Reporting Period
Grant AH335 V2: COM Sub Purdue F0008309702068	Reconfirmation		07/01/23 to 12/31/23

Only report lines that are requested to be reopened for reconfirmation will be active on the reconfirmation report; the other report lines will be inactive ("grayed out").

Consult with your Department Contact if you need to determine what cost transfer status to select. The box should be checked to indicate the reconfirmation is due to additional cost transfers. Click **"Report Correct"** when finished.

Steps for reviewing, agreeing to, and confirming a **"Reconfirmation Report"** are the same as for an original confirmation report.

Chart	Fund	Org	All Other Direct Costs	Salaries and Wages	None Required	Processed before Confirmation	Pending in Banner	Reconfirm Due to Additional Transfers	Docs
1	475695	384127	\$577.26	\$8,775.72	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

Semi-Annual Confirmations – PI/Confirmer

Follow-Up Actions by Sponsored Programs Administration (SPA)

Semi-annual confirmations are the basis of our assurance to sponsors and the University's independent auditors that costs directly charged or claimed as cost sharing are incurred legitimately with the direct knowledge of Principal Investigators. Confirmation reports permit Principal Investigators to semi-annually approve direct expenditures including project personnel effort. Without these semi-annual confirmations, costs could be questioned or disallowed.

Reminder emails will be sent prior to the due date to alert the PI/Confirmer of any reports that have not yet been confirmed and submitted to SPA.

Notifications for overdue confirmation reports will be automatically generated and sent out by the confirmation system on a regular, predetermined schedule. The first late notice is sent to the PIs and Department Contacts only. As the severity of the delinquency increases, subsequent late notices are escalated and copied to the Department Head, Dean, and Office of the Vice Chancellor for Research and Innovation (for sponsored projects), and/or the ACES Associate Dean, Extension and Outreach or ACES Associate Dean for Research (for federal formula grants).

Semi-Annual Confirmations – PI/Confirmer

Confirmation Statements

Confirmation statements below appear on the "Confirm" tab as of December 31, 2023 reporting cycle.

The language in the statements below is modified to work with an online format and to accommodate both sponsored projects and federal formula grants.

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

Salary and Wage Payments

- 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 University policy and federal guidance;
- Statement immediately below applies to sponsored projects only; does not currently apply to federal formula grants:
 - That without prior approval of the sponsor, I have not 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), and I have not been disengaged from the project for more than three months

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 were incurred in accordance with the provisions of the award document and University policies

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.

Semi-Annual Confirmations – PI/Confirmer

Frequently Asked Questions

Q: When I log in (as the PI/Confirmer) there are no reports to confirm. The Department Contact says they have reviewed these reports and sent them to me, what is wrong?

A. Perhaps nothing is wrong. Check the status of the report(s) in question from your "Overview" tab.

The issue may be with a report that is still in the Department Contact's workflow:

If the report is in status "Needs Dept Review", the Department Contact still needs to complete the initial administrative review, agree to the costs (and cost share as applicable), and send the report to the PI/Confirmer for further action.

If the report is in status "Dept Ready to Send to Confirmer", the Department Contact needs to send the report to the PI/Confirmer for further action.

The issue may be with a report that is in your workflow (PI/Confirmer workflow):

If the report is in status "Confirmer Reviewing" (or "Alt Confirmer Reviewing") it is not yet ready to be confirmed, and will not be visible or available on the "Confirm" tab. A report in status "Confirmer Reviewing" will only be visible and available on the "Overview" tab.

In your PI/Confirmer role, you need to select the report from the "Overview" tab for further action. Reports that are in status "Confirmer Reviewing" (or "Alt Confirmer Reviewing") need the PI/Confirmer to review and agree to the direct costs (and cost share as applicable) in order for the system to move the report to status "Ready to Confirm".

Only reports that are in status "Ready to Confirm" will be visible on the "Confirm" tab and available for the PI to select and complete the confirmation steps.

Q: When I log in I get a strange looking message that says “Element actingRole is undefined in CLIENT”

A: Here is the guidance received from the technical support team for this issue:

This message appears when the user's session has timed out, but their ID is still logged in:

Element actingRole is undefined in CLIENT.

To resolve the issue:

Completely close the internet browser.

Shut down the computer and restart if you are not sure the browser has closed.

Log in again using this link: <https://confirmations.uillinois.edu>

If the error persists after these actions have been taken, submit a support ticket to the technical team through the help desk, reporting the specific error and indicating you have tried their suggested "fix" as outlined above, but it did not remedy the situation.

Here is the link to submit a service request form to the help desk:

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/OBFS/services/service_desk_request/

Semi-Annual Confirmations – PI/Confirmer

Q: I have confirmed all of my reports but received a "late notice" anyway. Why?

- A.** Check the status of the report(s) in question on your "Overview" tab. If you see the report on your "Overview" tab, your actions have not yet been completed to agree to and confirm the report. However, if you do not see the report on the "Overview" tab, it is no longer in your workflow and may be waiting for final actions by your Department Contact. Late notices are generated for all reports that are not submitted to SPA at the time the late notice process is run around 11:50 pm. The tracking report will show when the report was confirmed and when it was submitted to SPA.

Until the confirmed report is submitted to SPA, the reporting cycle is not complete and late notices will continue to be sent out by the system. If the report has been submitted to SPA, check the date the report was submitted to SPA against the date the late notice was generated. It may be a timing issue where the confirmed report was submitted to SPA after the late notice was already sent out by the system.

Q. Effort was reported in the annual progress report (for the PI or other person) that does not show as cost share in the confirmation report. What needs to be done to change the cost share information for the confirmation report?

- A.** That depends. SPA will need to investigate each situation on a case-by-case basis. If the contributed effort is due to a mandatory cost sharing requirement or is voluntary committed cost sharing, then the contributed effort will need to be tracked and reported in the University financial accounting systems. In those cases, the cost sharing commitment will be entered in the cost share application for tracking and reporting, and a revised cost share report will be provided for the confirmation reporting.

If the effort reported in the annual progress report is "after-the-fact", meaning it was not an "up-front" cost share commitment formally documented in the proposal budget or budget narrative, then the effort is classified as voluntary uncommitted cost sharing. This type of uncommitted cost sharing is neither tracked nor reported in the University's accounting systems per federal guidelines and regulations. In those cases, it is not appropriate to include the voluntary uncommitted cost sharing effort in the confirmation reporting.

Q. The expenses on the confirmation report are "wrong". What needs to be done to revise the confirmation report?

- A.** The expenditures on the confirmation report reflect the actual costs as recorded in the Banner accounting system for the indicated six-month reporting period. The accounting periods included in that six-month time frame are financially closed, and no retroactive changes to closed accounting periods can be made.

However, if corrections need to be made for the expenses that are "wrong" because costs need to be removed from the project or costs need to be charged to the project, then cost transfers or labor redistributions should be promptly initiated. The appropriate cost transfer status should be selected on the confirmation report, and supporting documentation for the cost transfers should be attached as needed to explain the corrective actions.

Semi-Annual Confirmations – PI/Confirmer

Q: There are “zero” costs on a report line. Why does this report line have to be confirmed?

A: A report line may appear to have “zero” costs when an equal amount of costs were charged and subsequently removed during the same confirmation period. The transactions moving charges on and off of the report line will need to be agreed to and confirmed.

See the example screenshot below for a "zero" dollar report line. Costs were charged and subsequently removed during the same confirmation period making the net costs for the report line appear to be “zero”. The report line requires review and confirmation by the PI/Confirmer.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Processed before Confirmation	Pending in Banner	Docs
1	491511	251003	\$0.00	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Back								
Materials and Supplies: \$0.00								
Account: 121300 Description: Information Technology Supplies Amt: \$0.00								
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee		
07/21/2009	\$147.97	PCA14ECW	191100	A01	NewEgg.com			
07/31/2009	(\$147.97)	J1207328	191100	A01	fund code correction			

You may also see report lines requiring confirmation where the costs are negative. This is due to more costs being removed than were charged during the confirmation period.

Since the costs being removed were confirmed as “correct” during a prior confirmation period, the removal of the costs during this confirmation period must also be confirmed as “correct”.

In the example below, a refund from a subrecipient was received after the original costs were confirmed in a prior period. (Note -- subrecipient costs are under the Account Type “Services”)

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Processed before Confirmation	Pending in Banner	Docs
1	493864	807005	(\$3,979.61)	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Back								
Services: (\$3,979.61)								
Account: 156002 Description: Subaward 2 Amt: (\$3,979.61)								
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee		
09/10/2009	(\$3,979.61)	J1226227	191200		62017 9/9/09 Refund for A6544			

Semi-Annual Confirmations – PI/Confirmer

Sponsored Programs Administration Contacts

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