



LOYOLA
UNIVERSITY CHICAGO

Certification of Student Participation on Sponsored Research Projects

Policy

This following certification form shall be used to document committed effort on a sponsored award for any graduate student, post-doctoral student, resident or fellow who **is not receiving a stipend or salary from the sponsored award** as a way to certify the student's effort apart from stipend or salary. Documenting a student's participation separate from stipend or salary that supports travel and professional development costs and confirms they are allocable to a specific sponsored award.

Faculty members at Loyola University Chicago are dedicated to the personal and professional development of their students and prepare their students for advanced coursework and research training. As such, students may take part in travel and other professional development that is directly related to externally funded grants.

Loyola University Chicago is responsible for ensuring that costs charged to a sponsored agreement are allowable, allocable, and reasonable as prescribed in the Uniform Administrative Requirements at 2 CFR Part 200. A cost is allocable to a particular Federal award or other cost objective (i.e., a specific function, project, sponsored agreement, department, or the like) if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.

Procedure

Complete the following form and attach to a [Payment Requisition Form](#) to document a student's effort on the sponsored program that is funding travel and professional development costs. If the travel and professional development costs are paid for with a Procurement Card (ProCard) this form can be included with the requisite documentation to support the ProCard Transaction provided in the Visa Spend Clarity System. **The form shall only be used when a student is not receiving a stipend or salary support from the applicable sponsored program.**



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Preparing people to lead extraordinary lives

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The undersigned is the Principal Investigator of LU/PTAP # _____
a project funded by _____
(agency, foundation, etc.)

This research is associated with SPA accounting unit _____
(i.e. 5xxxxx)

A trainee, _____, has been working on this project
(name)
without receiving salary support from the grant and has not been listed as personnel on the application
or progress reports.

This trainee's participation is demonstrated by:

- a. Authorship on an abstract or presentation: Yes ☐ No ☐ n/a ☐
- b. Authorship on a published or submitted manuscript: Yes ☐ No ☐ n/a ☐
- c. My certification that the trainee has been working on the project, but this participation has yet to
produce reportable data: Yes ☐ No ☐ n/a ☐

Based on this information, I request that funds in SPA accounting unit _____ be used
to support this student's travel or professional development activity that is directly related to the
externally funded grant.

Principal Investigator

Date