Annual Attestation Flow Process for Salary and Wage Confirmation

Phase 1: Orbit Team
- Annual Attestation Report is announced in “Ready State”

Phase 2: Dept Administrator
- Department Administrator, Division Administrator or Financial Manager retrieve report in Orbit for their PI(s), review and assure report looks accurate and signs form and forwards to the individual PI

Phase 3: Project PI
- Is my PI a Project PI or the Primary PI
  - If PI is a Project PI, their report is forwarded to the Project PI for review of reasonableness, allocability and allowability of charges. It is then forwarded to Primary PI for final review and Official Annual Attestation
  - If the PI is the Primary PI, the report is forwarded for the review of sourcing of all individuals on the awards for reasonableness, allocability and allowability and performs the Official Annual Attestation.

Phase 4: Primary PI
- Primary PI received report from Project PI and does final review of sourcing of all individuals on awards for reasonableness, allocability and allowability and performs final Official Annual Attestation of report

Phase 5: SPA
- SPA performs reviews for completeness, attestation dates and process requirements per Federal Regulations and Institutional Policy

Final Annual Attestation is returned to DA/DivAdmn or Fin Mgr for filing to the PI’s designated SharePoint folder.