



Certified Approver

A Certified Approver (CA) is an individual who has been authorized by the Vice President for Research and appointed by his/her Associate Dean for Research (or equivalent) to approve/deny certain financial transactions based on the [administrative requirements](#) of the University and the sponsor. A CA must pass a two-part exam and fulfill annual continuing education requirements. An individual who has passed the exams and participates in continuing education is not a CA until he/she has been appointed.

A CA, while located in the department in most instances, reports to the Associate Dean for Research (or equivalent) for that aspect of his/her job, and his/her supervisor for other duties. A CA must maintain good standing in the Certified Approver Program which is coordinated by the Office of Oversight, Analysis, and Reporting within the Office of the Vice President for Research.

CONDUCT AND MANAGEMENT OF THE PROJECT

General

- Assist Principal Investigators on the financial management of sponsored projects
- Approve/deny certain financial transactions involving sponsored funds

Budget Management

- Provide information and guidance to Principal Investigators on policies and procedures related to sponsored project management
- Use the [Approvals and Routing](#) page to determine transactions that need CA approval
- Follow the [standard process](#) for approving or denying sponsored financial transactions
 - Review for five requirements: Allowable, Allocable, Reasonable, Available funds, and Accuracy
 - Gather additional information as necessary
 - Provide preparer with information and guidance
 - For any transaction that is denied, communicate and document the rationale used for making the decision
 - Brainstorm other options to meet the project need

