



Proxy Request for Faculty Annual Certifiers

Primary Effort Coordinator requesting Proxy Assignment: _____

Department Name: _____ Org Number: _____

Name on Annual Faculty Certification: _____

HUID on Annual Certification: _____

Name of Person to be assigned Proxy: _____

HUID of Person to be assigned Proxy: _____

Harvard University requires that faculty serving as Principal Investigators certify their salary on an annual basis. Requests for Proxies for faculty annual certifiers will only be granted by OSP in circumstances of enduring unavailability.

Fiscal Year: _____	
Reason for faculty member's unavailability:	

Signature of Person who will serve as Proxy: _____	Date: _____
Approved by Tub Effort Coordinator: _____	Date: _____
Approved by OSP Authorized Signature: _____	Date: _____

After approval, OSP will assign the Proxy in ecrt and upload the approved form. OSP will also upload the form as an attachment to the annual certification for which Proxy has been approved.

Please note: A person who is serving as a Proxy cannot have a Proxy assigned for them until their Proxy assignments have been removed.