



Proxy Request for Non-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: _____

Proxies for non-faculty academic appointees will be allowed when there is an assigned mentor on an award or if an appointee is working under the direction of a faculty Principal Investigator (PI).

The certifier is a 6030 Research Associate or Non-PI other academic appointee, and the Proxy is the assigned mentor or PI on the award that funds the salary to be certified.

The certifier is a 6120 Non-PI or other academic appointee, and the proxy indicated is the assigned mentor or PI on the award that funds the salary to be certified.

**No faculty signature is required.
Tub Effort Coordinator (TEC) approval is required.**

Approved by TEC: _____ Date: _____

The TEC will assign the Proxy in ecrt and upload the approved form. The TEC 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.