**ASC Exempt Staff Monthly Certification Form**

1. Complete individuals name, CWID, & Department
2. Enter the month and year this certification is for (must be completed monthly)
3. Complete section A with project #, funding agency, title project start and end date, PI Name and % effort
4. Complete section B with all projects not through Sponsored Programs
5. The sum of Section A and Section B should equal 100%
6. Print and sign