Grant and Contract Certification Reports (GCCR)

Also known as Payroll Certification Reports for Grants/Contracts

Grant and Contract Certification reports are monthly payroll documents distributed to campus departments listing all faculty, staff and hourly salaries and wages paid on each grant and contract budget. Included on each report is the name of the employee, payroll classification, the percentage of effort or number of hours paid for the month and the dollar amount paid. Verification of the Grant and Contract Certification report is required by OMB Circular A-21, the federal "Cost Principles for Higher Education".

Two copies of the Grant and Contract Certification report for each grant or contract are distributed to the campus department by the Payroll Office monthly within approximately 5 days after the end of the month. Grant and Contract Certification reports must be signed by an individual with suitable means of verification that the work was performed. All monthly Grant and Contract Certification forms must be signed and retained by the department for three years.