**INSTRUCTIONS**

If errors or omissions are found on the ASR, please make any necessary revisions on Page 1 in ink and have employee initial & date by all revisions. A cost transfer form will need to be submitted as well for any revisions.

Note: All forms of Other Compensation are not reflected on the ASR so do not add that data.

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**Annual Statement of the Reasonableness of Salary Charges**

**For the Fiscal Year Ended June 30, 2013**

**Department:** Electrical & Computer Engr

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Academic/Fiscal Salary Charged</th>
<th>July/Aug &amp; May/June Salary Charged</th>
<th>TOTAL FISCAL YEAR SALARY CHARGED</th>
<th>Certified Annual Effort (1) (Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21065CD</td>
<td>17,838.27</td>
<td>66.70</td>
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<td>2106ADJ</td>
<td>3,423.72</td>
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<tr>
<td>2106AMQ</td>
<td>3,375.00</td>
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<tr>
<td>2106CBE</td>
<td>2,105.84</td>
<td>7.87</td>
<td>2,105.84</td>
<td>7.87</td>
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<td><strong>TOTALS</strong></td>
<td><strong>26,742.83</strong></td>
<td><strong>100.00</strong></td>
<td><strong>26,742.83</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

* CONSISTENT WITH BOARD OF REGENTS' POLICY, PERCENTAGES ARE NOT SHOWN FOR FOUNDATION SUPPLEMENTS (700 AND 780 ACCOUNTS).

NOTES: (1) COMPLETE DOLLAR CHANGES IN COLUMN C AND PERCENT CHANGES IN COLUMN D ONLY IF ACTUAL ANNUAL EFFORT PERCENTAGES ARE DIFFERENT FROM THOSE SHOWN IN % COLUMN B FOR "TOTAL FISCAL YEAR SALARY CHARGED". IF CHANGES ARE REQUIRED TO BE ENTERED IN COLUMNS, C AND D THESE COLUMNS MUST BE COMPLETED FOR EACH PROJECT NUMBER. THE CERTIFIED ANNUAL EFFORT PERCENTAGES SHOWN IN COLUMN D MUST ADD TO 100%.

PLEASE CERTIFY THE ABOVE SALARY CHARGES DISTRIBUTION BY SIGNING THIS FORM ON PAGE 2.
**INSTRUCTIONS**

Each ASR should be returned with two (2) separate signatures in the signature areas. One (1) from the employee/First-hand Knowledge and one (1) from the Department Financial Manager. (Separate Signatures required for First-hand Knowledge and FM)

ALSO NEED DATES FOR SIGNATURES.

Note: If any effort is on Dept Admin projects, please complete the Indirect Activities Section

DEPARTMENTAL ADMINISTRATION (INDIRECT) ACTIVITIES

Indicate indirect activities by checking one or more boxes below:

- Supervisory or Managerial Activities
- Personnel Administration, including work assignments and monitoring of work assignments
- Budget Control
- Purchasing
- Facilities Management, including property control
- Grant and Contract Administration (Describe Type of Work)
- Supporting Activities – stockroom, clerical, etc. (Which)
- Committee Assignments (Name of Committee)
- Editing and Publishing of Research and Other Reports
- Research and Public Service Accounting and Record Keeping
- Other (Describe)

ALSO NEED DATES FOR SIGNATURES.

(2) IF EFFORT IS REPORTED IN THESE CATEGORIES, DEPARTMENTAL ADMINISTRATION - INSTRUCTION (290 ACCOUNTS), DEPARTMENTAL ADMINISTRATION - RESEARCH (400 ACCOUNTS) OR DEPARTMENTAL ADMINISTRATION - PUBLIC SERVICE (590 ACCOUNTS) YOU MUST COMPLETE THE FOLLOWING SECTION ON THESE ACTIVITIES:

CERTIFICATION OF EFFORT - SIGNATORY CERTIFICATION REQUIREMENTS (USE ONLY ON EXCEPTION BASIS: Supervisor or PI with FIRST-HAND Knowledge – Print Name, Title, Signature and Date)

This signature section should be used in all circumstances except for unusual situations. I confirm that the distribution of salary charges on page one represents a reasonable estimate of all work performed by me during the stated period.

Employee Signature
George P Purdell
Date

UNIT FINANCIAL MANAGER’S CERTIFICATION:

The amounts reported above match the department payroll and SPb records. The departmental administration section has been completed if required, and the statement has been signed in accordance with requirements.

Financial Manager: ___________________________ Date: ___________________________

The completed form is to be returned to the SPb Center in the Office of Grants and Contracts Accounting, mail code 0259, by system generated due date.

SIGNATURE OF EMPLOYEE HERE and DATE

SIGNATURE OF UNIT FINANCIAL MANAGER HERE and DATE

Note: If any effort is on Dept Admin projects, please complete the Indirect Activities Section