

**CERTIFICATION  
PERSONNEL COSTS  
CFI INFRASTRUCTURE PROJECTS**

*Please read the information on the next page carefully before completing this form.*

Employee name: \_\_\_\_\_ Title: \_\_\_\_\_

Period: \_\_\_\_\_

Project number: \_\_\_\_\_

Item number(s) in CFI budget: \_\_\_\_\_

Description of the eligible activities performed in relation to the CFI infrastructure project:

**Personnel costs reported to the CFI:**

<b>Number of hours spent performing eligible activities (A)</b>	<b>Salary rate (including benefits) (B)</b>	<b>Total personnel costs reported to the CFI (A)+(B)</b>

**Certification:**

**I hereby certify that the above information is accurate.**

\_\_\_\_\_  
**(Employee signature)**

\_\_\_\_\_  
**(Supervisor approval - signature)**

**Notes:**

- 1. The institution must also retain supporting evidence for the individual's salary rate and benefits (e.g. letter of hire or change in salary rate, payroll records).*
- 2. The CFI will also accept a certification of this information from another person (e.g. Project Leader or department head) if this person is knowledgeable of the activities performed by the employee.*

**Please read the following information carefully before completing the above form:**

- This form should only be used when reporting personnel costs calculated using the actual amount of time spent by an employee on a CFI-funded infrastructure project. If the institution uses other established practices, it should review the CFI Policy and program guide to ensure that they are acceptable to the CFI, and also review the supporting documentation requirements.
- Personnel costs reported in CFI-funded infrastructure projects must be related to eligible activities. These eligible activities must have been presented to, and approved by, the CFI in the initial proposal and/or upon award finalization.
- At minimum, this form should be completed prior to the filing of a CFI financial report. A single time record which covers the entire period since the last filing is acceptable, as are time records completed on a more frequent basis.
- The institution must keep on file all documentation for audit purposes for a minimum of six years and provide it upon request. This six-year period starts at the end of the fiscal year to which the records relate.
- This form should not be used when reporting the salary of technicians and professionals under the Infrastructure Operating Fund (IOF). A different form is available for that purpose.