Form Match-A.

Mandatory Match Salary Provided by the Principal Investigator/Project Director

This form is to be completed at the time the sponsored project account is established in order to document planned mandatory contributions to the project. Contributed activity must be necessary and reasonable for proper and efficient accomplishment of project objectives. The normal administrative duties of TTU personnel may not be used as matching since these duties would be performed whether or not this specific project occurred. A suitable means of verification is required for matching salary contributions.

1.	Name:										
2.	SSN:										
3.	Department:										
4.	Project title:										
5.	Project start	date:	/	/			End	date:	/	/	
6. (averag	The anticipage).	ted leve	l of effor	t to be	spent wor	king on	this pr	oject is	ho	ours per	week
7.	The period(s) (Do not include through May 3	le summe	cipated c	ontribution on tribution on tribution of the income of the	ited effort dividual is b	are: being paid	d only f	or the acad	lemic yea	ır; i.e. Sep	tember 1
	/	/	to	/	/		/	/	to	/	/
	/	/	to	/	/		/	/	to	/	/
8.	The anticipa	ted total	effort or	n the pr	roject is	ho	urs.				
I hereb	y certify										
	that I am working on the project for periods during which I am not being paid from the project account,										
	that I will maintain a means of verification that the work was performed (This verification can be in the form of a log, time sheet, calendar, schedule, lab notes, etc.),										
	that I will retain the means of verification for 5 years after the end of the project budget period and make it available to TTU auditors upon request.										
	stand that the And that sho										each
	er, should a s the Office of										
The wo	ork described ves.	is neces	sary and	reason	able for p	oroper ar	nd effic	eient acco	omplishr	nent of p	roject
Signature							_Date	:			

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Department Head's Certification:

Salary Account Number:

An anticipated average of 2 hours per week will be considered as 5%; an anticipated average of 4 hours per week will be considered as 10%; etc.

The percentage related to the above anticipated average number of hours per week is %. The individual will be paid at least this percentage of time from the above salary account number during the periods in 7 above.

I agree that the above estimated average number of hours per week to be worked on the project is a reasonable approximation. I understand that I will be periodically expected to complete Personnel Activity Reports (PAR'S) to certify that the above level of effort is occurring.

Signature	Date
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