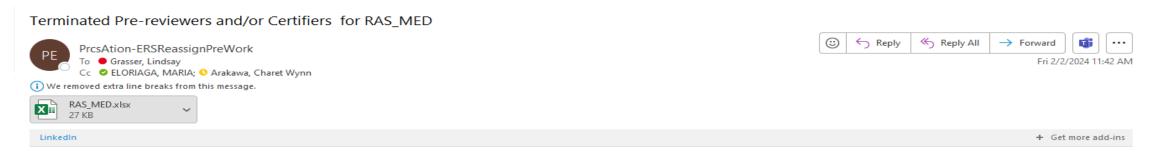
## **Terminated Pre-reviewers and/or Certifiers**

This report shows terminated pre-reviewers and/or certifiers assigned to each employee that still have a pending effort form. It is distributed to the RAS directors and can include employees that are not in their RAS unit but worked on sponsored projects belonging to them. This is distributed every 1<sup>st</sup> weekday of each month. The purpose of this report is to facilitate certification by having the director complete the following:

- 1) Re-assign pre-reviewer/certifier for each employee that is in their RAS unit.
- 2) For employees that are not in the director's RAS unit, inform Cost Studies team of replacements for <u>terminated pre-reviewers and certifiers</u>. Then, the Cost Studies team will re-assign the employee's form immediately to the proper personnel. The newly assigned personnel will then be responsible for either the review or certification of the form (based on action required on the report).

Below are sample email and report sent to the RAS unit.



Attached is a list showing effort forms that are still pending pre-review and/or certification for terminated employees that worked on your RAS departments. It can include an employee that is associated with either a different RAS Unit or other Non-RAS Unit (per column A – "HR RAS Unit Id & Desc") but worked on a sponsored project that belongs to your RAS department (per column L – "Award Department Id & Desc").

Columns "Z" and "AC" indicate specific action needed. Based on the actions required, please add the name and EID of new pre-reviewer and/or certifier for each employee. Kindly reassign pre-reviewer and/or certifier for each employee that is in your RAS Unit (where column A = your RAS Unit). Then, for those that are not in your RAS Unit, please fill the form with names of new pre-reviewers and/or certifiers, return the report to us, and we will handle the transfers.

Let us know if you have any questions.

Thank you.

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