Date:

Dear Contract and Grants Accounting,

The financial statement of income and expenditure is now due for completion for the project detailed below:

UniFi Project Number:

Project Title:

Chief Investigator (CI):

Project End Date:

As the Finance Advisory professional responsible for monitoring the financial results of research projects within my area, I confirm, to the best of my knowledge, for this project that:

1. The General Ledger accurately and appropriately represents the expenditure incurred relating to the research project;
2. Checks have been performed to ensure that only eligible expenditure according to the contract has been charged to the project;
3. All valid and eligible expenditure incurred has been charged to the project;
4. Where there is a contractual obligation to report on ‘in kind’ commitments, the accuracy of the numbers reported has been reviewed;
5. Total expenditure and individual categories of expenditure (where applicable) have been checked to the original contract budget, plus any subsequent variations;
6. All journals are properly authorised and substantiated by adequate supporting documentation in accordance with *Financial Adjustments: Journal Entries and ISCs Procedure*; and
7. Where applicable, final project close adjustments have been processed in accordance with *Research Contracts and Grants Financial Management Procedure.*

Name:

Job Title:

PSt: