



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

What are Certifications, Representations and Assurances?

Certifications and representations are used together in procurement actions and are statements made by one of two contracting parties to the other, before or at the time of making the contract, regarding some fact, circumstance, or state of facts, pertinent to the contract, which is influential in bringing about the agreement.

In financial assistance, the terms, “**certifications and assurances**” are used together and often interchangeably. There are distinctions that are not well articulated, but are important.

The term “**assurance**” is used primarily as official indication of institutional agreement to prospective actions an institution and its researchers will take to comply with regulation and policy, throughout the life of an award.

Certifications are used to demonstrate that at the time of the proposal, and throughout an award, an Authorized Organizational Representative (AOR), certifies to a state of a matter or action. For instance, in the case of lobbying, the AOR certifies that no federal funds were used to pursue an award or persuade an official to support the funding of a proposal. Further, the AOR is certifying that, should an award be made, no funding from that

action will be used for lobbying activities; non-federal funds used for lobbying will be disclosed using “Disclosure of Lobbying Activities” form (SF-LLL).

Proposal Certifications on behalf of the UAF requires the following:

- The UAF must ensure that only a properly Authorized Organizational Representative (AOR) certifies proposals.
- Signature authority must be delegated solely to an individual(s) who can legally bind the UAF.
- The individual is agreeing that the UAF will comply with the certifications through the life of the award.

Certifications:

“By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).”