

ecrt Proxy Request  
Terminated Employees

**Individual no Longer at KU** [Note: if the employee was a student (GRA, GTA, GA) no proxy is necessary, as their PI(s) are responsible for certifying the effort on the student's behalf. If the student's PI is no longer here a proxy needs to be requested for the PI.]

Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Was this employee a PI?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, did this employee have student(s) working on their project(s)?      Yes \_\_\_\_\_ No \_\_\_\_\_

Individual to serve as effort certification proxy in ecrt

Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Qualification to ensure effort was performed as certified (must be another investigator, Chair, Dean, Center Director, or equivalent position)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proxy request prepared by \_\_\_\_\_

Date \_\_\_\_\_

Office of Research Use Only

Termination date \_\_\_\_\_

Confirmed by \_\_\_\_\_

Proxy request approved by \_\_\_\_\_

Date \_\_\_\_\_

Please return this form via encrypted email to [kemcdowell@ku.edu](mailto:kemcdowell@ku.edu). When possible, the request will be processed within 48 business hours.