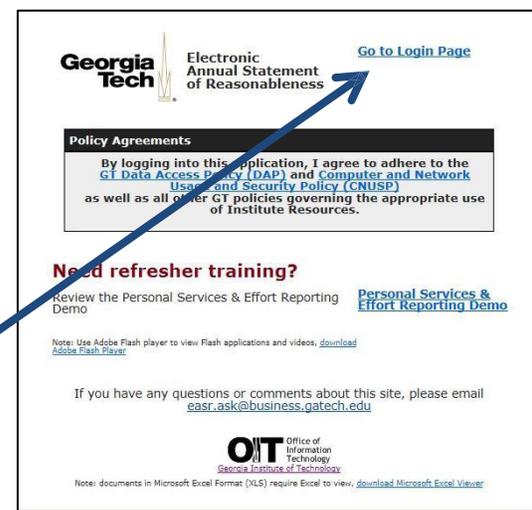
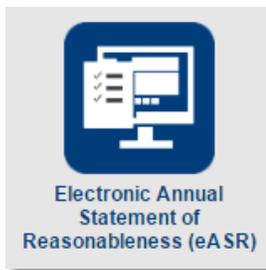


# Annual Statement of Reasonableness eASR

Follow these five steps to complete the annual eASR process starting the third week of July and ending the last business day in August each year.

1. Visit [techworks.gatech.edu](http://techworks.gatech.edu).
2. Click the **Electronic Annual Statement of Reasonableness (eASR)** button in your Applications and Resources menu.
3. Read the policy agreements and click the **Go to Login Page** link when you are ready to continue.
4. Click **eASR confirmation by employee**.



## Annual Statement of Reasonableness for Salary Charges For the Fiscal Year Ended June 30, 2017

Home Dept: 123 - Top Secret Research Department  
 Name: George P. Burdell  
 Fiscal Year: 2017  
 Emplid: 12345  
 Paygroup: FMB  
 Title: Senior Research Scientist

### Year-end Personal Salary Distribution

Project	Sponsor	Project Title	Academic/Fiscal Salary	Percent	Summer Salary	Percent	Total Salary	Percent
1191300	Non-Sponsored	Interactive Media Tech Ctr	\$2,167.00	2.38%	\$0.00	0.00%	\$2,167.00	2.38%
1191411	Non-Sponsored	GVU Seed Award-Levy	\$454.37	0.50%	\$0.00	0.00%	\$454.37	0.50%
1195608	GTF	IMTC-Tides Fdn Grant	\$717.23	0.79%	\$0.00	0.00%	\$717.23	0.79%
1195614	GTF	IMTC-Evaluation & Matching Textured Surfaces	\$4,543.75	5.00%	\$0.00	0.00%	\$4,543.75	5.00%
1195617	GTF	IMTC-Textile Interface Auto Setting-Presti	\$22,413.57	24.66%	\$0.00	0.00%	\$22,413.57	24.66%
119660L	DHHS/NIH/ADMINISTRATION FOR COMMUNITY LIVING (ACL)/WASHINGTON, DC	RERC ON THE TECHNOLOGIES TO SUPPORT SUCCESSFUL AGING WITH DISABILITY	\$12,582.69	13.85%	\$0.00	0.00%	\$12,582.69	13.85%
119661H	THYSSENKRUPP ELEVATOR AMERICAS/ATLANTA, GA	ELEVATOR CAR PEOPLE COUNTER AND FLOOR ESTIMATOR (PHASE I)	\$16,749.36	18.43%	\$0.00	0.00%	\$16,749.36	18.43%
119661L	EMORY UNIVERSITY/ATLANTA, GA	AUTOMATED TRACKING OF MONKEY GROUPS RECOGNITION OF SOCIAL STRUCTURE AND....	\$9,541.87	10.50%	\$0.00	0.00%	\$9,541.87	10.50%
1196680	UNDESIGNATED	MULTIMEDIA UNDESIGNATED SPONSORED RESEARCH	\$21,705.16	23.88%	\$0.00	0.00%	\$21,705.16	23.88%
Total			\$90,875.00	100.00%	\$0.00	0.00%	\$90,875.00	100.00%

Departmental Administration (Indirect) Activities Indicated per above Project Funding:  
**NO** Departmental Administration (Indirect) Activities - Instruction Support (290)  
 e.g. Supervisory and Managerial Activities, Personnel Administration, Budget Control, Purchasing, Facilities Management, Supporting Activities - Stockroom, Clerical, etc., Committee Assignments  
**YES** Departmental Administration (Indirect) Activities - Research and Public Service Support (400 & 990)  
 e.g. Supervisory and Managerial Activities, Personnel Administration, Budget Control, Purchasing, Facilities Management, Supporting Activities - Clerical, etc., Committee Assignments, Editing and Publishing of Research and other Reports, Research and Public Service Accounting and Recordkeeping

- INSTRUCTIONS:**  
 This Annual Statement of Reasonableness Report has been provided for review and confirmation in accordance to plan confirmation system requirements.
1. **REVIEW** the distribution of your salary to projects to determine if it accurately reflects your past year activities.
  2. **ERRORS NOTED: Exit without Confirming and contact your Departmental Financial Manager if**
    - a. This workload distribution is not correct (deviates 5% or more from your actual effort).
    - b. You are not familiar with one or more of the projects being charged for your effort.
  3. **NO ERRORS NOTED:** Read the Confirmation Statement and please certify the above salary charges distribution by selecting the confirmation button below the Confirmation Statement.

I confirm that the distribution of salary charges above represents a reasonable estimate of the work performed by me during the stated period.

5. Review the distribution of your salary between your projects to determine if it accurately reflects your effort for the year.

**If Inaccurate:**  
 If the distribution varies from your actual effort by more than 5% or you don't recognize one of the projects listed, click **Exit without Confirming** and report the issue to your Department Financial Manager.

**If Accurate:**  
 Read the confirmation statement and click **I Confirm** to certify the distribution of your salary charges.