



**Instructions:**

Lead Administrators must complete this certification page when a University Service Provider (“USP”) under their authority submits a Rate Schedule – [Form 1410 FR.02 University Service Providers: Rate Calculation Worksheet](#) (or pre-approved alternate form). This certification page attests to the accuracy of the submitted Rate Schedule and must be submitted simultaneously with the corresponding Rate Schedule.

USP Information			
USP Name:		Lead Administrator Name:	
USP ID (Journal Source):		Lead Administrator Email:	

Lead Administrator Certification	
As the Lead Administrator for the USP identified in this form, I have reviewed the Fully-Costed Rate(s) and Customer Rate(s) detailed in the USP’s completed Rate Schedule dated as specified below. The information contained therein is true and accurate, to the best of my knowledge. By signing below, I certify the previous statements and affirm my approval of this USP’s Fully-Costed Rate(s) and Customer Rate(s).	
Date of Completed Rate Schedule to Which this Certification Corresponds:	
File Name of Completed Rate Schedule to Which this Certification Corresponds:	
Lead Administrator Signature:	Date: