1. **Purpose/Introduction**

On a quarterly basis an Effort Certification Report will be generated for faculty, administrative and technical staff, post-doctoral associates and students whose compensation was charged in whole or in part to a sponsored project during the respective effort period. These Effort Certification Reports are sorted by the employees Home Department (ORG) number in Banner HR and must be completed, certified, and submitted in accordance with this procedure.

2. **Definitions**

**Effort** - The portion of time spent on any activity, expressed as a percentage of the total activity. Effort is not calculated on a 40-hour work week but is calculated as a percentage based on the total hours spent on work-related duties. For example, if a person averages 60 hours per week during a reporting period and spends an average of 15 hours on a Sponsored Project, that person has spent 25% effort on the sponsored project and 75% effort on other activities.

**Effort Report** - The mechanism used to provide a sponsoring agency with a reasonable assurance that salaries paid from a grant are appropriate and reflect a reasonable estimation of the time spent working on the project.

**Total Effort** - The total appointed time in the payroll system and all work-related activities paid is the total effort or 100% effort of the employee. The total number of hours worked does not affect total effort. For example, if a person worked on average 20 hours or 40 hours a week, either equates to 100% of their total effort.
3. **Procedural Steps**

**Before you Begin**

Before you begin this procedure, please review the policies related to this topic.

1) Contract and Grant Accounting will distribute the Effort Reporting Certifications to each department.

2) The Effort Certification Report is based on the employees actual payroll distribution during the reporting period. Departments submit payroll actions (EPAF’s) in advance of the reporting period to provide the best estimate of effort committed to sponsored projects, so the Certification Report must be reviewed to see if the paid salary distribution was a reasonable reflection of the work that was actually done on the sponsored projects during the reporting period.

3) Please review carefully, particularly the contracts and grant fund range (20xxxx – 22xxxx).

4) If effort is not reflected for an employee who has devoted time on a sponsored project, please add their information onto the certification report.

5) When possible, each employee listed should initial next to their name to indicate agreement with the effort certification report.

6) If actual activity differed more than 5% from planned (paid) activity, the department must make corrections to the time/effort percentages in the correction column and initiate a payroll labor redistribution form to move payroll expenses to the correct funds.

7) Sign the report at the bottom. **The signature should be that of the department head, director, principal investigator, or dean** -- whomever has first-hand knowledge of all the employees’ activities during the reporting period.

8) Return the approved effort certification forms to Contract & Grant Accounting within 10 business days of receipt.

4. **Forms, Tools, Etc.**

   - Payroll Labor Redistribution Form
   - Payroll Procedure 3 Redistributing Labor and Benefit Charges
   - Payroll Policy 3 Changes and Corrections to Payroll Labor Changes
   - Contract and Grant Accounting Policy 13 Certification of Effort Reporting

5. **Revision Table**

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<tr>
<th>Revision #</th>
<th>Section #</th>
<th>Summary of Changes</th>
<th>Approval Date</th>
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