

## CSP-6-04 Effort Reporting: Certifying Effort on Sponsored Projects

### CSP-6-04.01 Scope

Institutional policy at The University of Akron (The University) assigns responsibility for management of sponsored program accounting and reporting to the Office of the Controller. In order to fulfill this obligation, this document is designed to outline the Office of the Controller's procedures for administering the certification of effort expended on sponsored project awards administered by The University. It applies to all individuals whose salaries are charged or cost-shared to sponsored projects, in whole or in part, and to all individuals involved in certifying the effort of other individuals.

### CSP-6-04.02 Purpose

The purpose of these procedures is to ensure that effort certifications completed in connection with university sponsored projects are accurate, reasonably reflect the actual level of effort expended on a sponsored project, and comply with sponsor requirements.

As a condition of receiving sponsored awards, The University must assure sponsors that the effort expended on their sponsored projects justifies the salary charged to those projects. In addition, The University must assure sponsors that the commitment indicated (including mandatory and voluntary committed cost sharing) in the proposal and subsequent award is met in accordance with the sponsor's terms and conditions. The University provides this assurance by requiring periodic effort reports for each individual whose salary is charged to one or more sponsored projects and/or cost sharing account during the effort reporting period. These effort reports indicate the percentages of the individual's total effort that are dedicated to the sponsored project(s) and other university activities, and require a certification that the reported effort percentages are accurate.

Each faculty member must be aware of his/her level of committed effort to sponsored projects and their ability to meet those commitments in light of any other university obligations they may have. Faculty are expected to communicate any significant changes in level of sponsored projects effort to his/her effort coordinator.

Externally imposed financial penalties, expenditure disallowances, and grant/project terminations could result from failure to provide accurate effort certifications or to comply with The University's effort reporting requirements. All individuals involved in the effort certification process are expected to abide by the provisions of the University policy and these corresponding procedures.

### CSP-6-04.03 Guiding Principles

The University is committed to ensuring that effort reports made in connection with sponsored projects are accurate.

All faculty and staff who are involved in allocating salaries and wages to sponsored projects, managing sponsored projects, or completing effort reports are responsible for understanding the principles of accurate and timely effort reporting.

In no case can the percentage of an individual's salary charged to a sponsored project exceed the percentage of the individual's total effort that is expended on the project during an effort reporting period.

If the percentage of total effort expended in a given effort reporting period is less than the percentage of salary charged to the sponsored project during the period, the salary charges must be reduced to reflect actual effort.

### CSP-6-04.04 Definitions

#### Effort



**Effort Certification**

CSP-6-04.07 Completion and Certification of Effort Reports

**How to Complete the Effort Report**

On a regular basis (at the end of every semester) an effort report will be generated from The University's effort reporting system for faculty, managerial and professional,

### Certification Delegation

In some circumstances, the PI may not have suitable means of verifying the effort for sponsored project staff or themselves. For example, this may occur in the case of large center grants, where an individual is the PI by virtue of his or her position at The University. With the web-based effort system (ecrt), The University can authorize an individual to certify the effort reports for project staff instead of the PI. When such an arrangement is needed:

The PI and the effort coordinator must work together to identify the individual who has suitable means of verifying the effort for the affected staff.

The effort coordinator must communicate to the Controller's Office the need for the arrangement, and the name of the individual who will certify the effort. This will be done by completing a 'Request to Delegate Effort Certification Authority for ecrt' form.

The Controller's Office will establish the authorization for the alternate certifier once the form is received, approved and processed.

In an extenuating situation where a PI cannot certify his/her own effort, then it is ~~fp.281/9381~~