

# EFFORT REPORTING

## TOP 10 THINGS EVERY FACULTY MEMBER SHOULD KNOW

1. Effort is your work on a project, whether the sponsor pays you or not.
2. When you write yourself into a grant proposal, you are *committing* your effort to the sponsor.
3. If you reduce your effort, paid or unpaid, on a federal grant by 25% of your committed effort, you must have agency approval. If you reduce your paid effort, you may choose to document cost-sharing so that the total effort does not decrease.
4. Many activities cannot be charged to a federally-sponsored project. For example, the time you spend on these activities cannot be charged:
  - Writing a proposal
  - Serving on IRB, IACUC or other research committee
  - Serving on a departmental or institutional service committee
5. If you work on a sponsored project, you must certify your effort.
6. Certifying effort is not the same as certifying payroll.
7. Certification must reasonably reflect all the effort for all the activities that are covered by your institutional compensation.
8. Effort is *not* based on a 40-hour workweek. It not based on hours at all.
9. Effort must be certified by someone with *suitable means of verifying* that the work has been performed.
10. Auditors look for indicators that certification was based on factors other than actual, justifiable effort.