POLICY

Effective Date: September 25, 2012
Approved By: President Bruce Shepard

Authority: OMB Circular A-21 (2 CFR Part 220)

See Also: PRO-U4520.05A Certifying Effort for Federally-Sponsored Agreements

POL-U4520.05 CERTIFYING EFFORT FOR FEDERALLY-SPONSORED AGREEMENTS

This policy applies to faculty and staff involved with federally-sponsored agreements.

Definitions:

Federally-Sponsored Agreements: Grants, contracts, cooperative agreements with federal agencies, and flow-through sub-agreements. However, this excludes agreements made through federal financial aid programs.

1. The University Adheres to Federal Cost Principles for Educational Institutions

   Principles for determining costs applicable to federally-sponsored agreements are published in the Office of Management and Budget Circular A-21, (2 CFR Part 220) and can be accessed at: http://www.wwu.edu/rsp/documents/federal_resources.shtml

2. Principal Investigator (PI) or Employee Is Responsible for Certifying Effort

   Principal Investigator determines staff salaries and wages to be charged to the federally sponsored agreement.

3. Office of Research and Sponsored Programs (RSP) is Responsible for Managing Effort Certification and Maintaining Records of Effort for Federally-Sponsored Agreements

   RSP must review and approve salaries and wages charged to federally-sponsored agreements are reasonable in relation to the actual work performed.

4. Certification of Effort Must Be Done in a Timely Manner

   PI shall complete certification within 74 days of original notification. Failure to do so shall result in RSP transferring uncertified salary and fringe benefits to a budget of the unit to which the Principal Investigator or employee is assigned.