

## 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.wvu.edu/rsp/documents/federal\\_resources.shtml](http://www.wvu.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.