

## PROCEDURE

Effective Date: September 25, 2012

Approved By: Vice Provost, Research & Sponsored Programs

Authority: POL-U4520.05

### PRO- U4520.05A CERTIFYING EFFORT FOR FEDERALLY-SPONSORED AGREEMENTS

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

Action by:  
Research &  
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Action:

1. **Runs, reviews and validates** time extract after the final monthly payroll process is complete.
2. **Generates** effort report for each employee on a federally-sponsored agreement.
3. **Runs** Banner job to generate email notification to employees and Principal Investigators (PI) that need to certify effort reports.
4. **Reviews** and verifies, via Web4U, that effort report accurately reflects the effort performed in support of a federally-sponsored agreement.
5. **Certifies** effort, if correct, within 31 days of receipt of effort certification notification.
6. **Requests** changes for incorrect effort by using the email function within Web4U.
7. **Initiates** payroll redistribution in response to PI or employee email requesting effort correction.
8. **Re-runs** extract process to generate corrected effort report.

Principal Investigator  
Or Employee

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