

PROCEDURE

Effective Date: May 30, 2023

Approved By: Vice Provost for Research

Authority: [POL-U4520.05](#) Certifying Effort for Federally-Sponsored Agreements

PRO-U4520.05A CERTIFYING EFFORT

Action by: Research and Sponsored Programs

1. **Runs, reviews and verifies, and validates** time extract at least semi-annually after the final payroll process is complete.
2. **Generates effort report** for each employee on a federally- sponsored agreement.
3. **Runs Banner job** to generate email notifications to employees and Principal Investigators (PI) that need to certify effort reports.

Action by: Principal Investigator or Employee

4. **Reviews and verifies**, via Employee Dashboard, that effort report accurately reflects the effort performed in support of a federally sponsored agreement.
5. **Requests changes** for incorrect effort by using the email function within Employee Dashboard.
6. **Certifies effort within 31 days** of receipt of initial effort certification notification.

Action by: Research and Sponsored Programs for Follow-Up and Reconciliation

7. **Initiates** payroll redistribution in response to PI or employee email requesting effort correction.
8. **Refresh or re-run** extract process to generate corrected effort report.
9. **Notifies** employees and PIs that need to certify effort reports.
10. **Monitors** effort reporting process.
11. **Sends** periodic delinquent reminders to PI or employee with a copy to PI as well as the Chair or Dean if appropriate.