

## Effort Certification at the University of Southern Indiana

### Statement

The University will maintain an effort reporting system and obtain effort certification from employees in compliance with federal regulations. The certified effort reports assure sponsors that funds are properly expended for the salaries and wages of employees working on sponsored projects.

### Reason for Effort Certification

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged or contributed (cost-shared effort). Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, administration, etc.) for which the University compensates an individual. The effort certification must account for 100% of all effort for which the University regularly

### Certifying to the Effort Percentage

The certification reports are reviewed by the employee, principal investigator, or responsible official to confirm that all activities (sponsored and non-sponsored) are reported correctly and that the distribution of effort shown on the certification report reflects a reasonable estimate of the percentage of total effort that was spent on each activity. Signing the report confirms that effort, as certified, reasonably represents the effort expended during the period. The report must be completed and returned within the defined deadline.

### Who Should Sign the Effort Certification Report?

Circular A-21 requires that the effort be certified at least every six months and that the certification be performed by an individual who has first-hand knowledge of all of the employee's activities or by an individual with suitable means to verify the activities.

Below is a summary of who should sign the report:

-If the report is for a faculty member who is the Project Director, the report should be signed by the faculty member and the Department Chair. -If the report is for a faculty member who is not the Project Director, the report should be signed by the faculty member and the Project Director.

-If the report is for an administrative staff member who is the Project Director, the report should be signed by the staff member and the Department Chair (or direct supervisor for nonacademic departments).

-If the report is for an administrative staff member who is not the Project Director, the report should be signed by