Effort Reporting

Departmental Coordinators, Pre-Reviewers, and Post Reviewers
Objectives

- Effort Reporting Policies and Standards
- Effort Reporting Roles, Responsibilities, and Competencies
- The Effort Reporting Process
- Functions of the Effort Reporting System
Why Effort Reporting?

- Georgia State University receives a substantial number of federal awards to support research and other activities.
- In order to continue to receive federal awards, GSU must maintain compliance with federal regulations regarding how expenditure of federal awards is treated.
- Federal regulations have set forth standards for documentation of personnel expenses charged to federal awards.
- This module will focus on the effort reporting process GSU uses to meet those standards.
Standards for Effort Reporting

• Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.

• GSU must maintain a system of internal control which:
  - will be incorporated into official records of the institution
  - provides reasonable assurance that charges are accurate, allowable, and properly allocated
  - reasonably reflects the total activity for which an employee is compensated, not exceeding 100%
  - includes processes to review after-the-fact interim charges made to Federal awards
  - support the distribution of employee’s salary among specific activities, cost objectives, or categories
## Effort Reporting for Sponsored Projects

<table>
<thead>
<tr>
<th>Personnel Impacted</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All GSU exempt employees (including graduate students) and retirees who:</td>
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<tr>
<td>• have any portion of their salary charged directly to a sponsored project or companion cost sharing account</td>
<td>• GSU requires certification of effort expended on any sponsored project</td>
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<td>• including companion cost share</td>
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## Effort Reporting for Sponsored Projects

<table>
<thead>
<tr>
<th>Personnel Impacted</th>
<th>Effort Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All GSU exempt employees (including graduate students) and retirees who:</td>
<td>Sponsored Activity</td>
</tr>
<tr>
<td>• have any portion of their salary charged directly to a sponsored project or companion cost sharing account</td>
<td>All activities established by a grant, contract, or cooperative agreement with a sponsoring agency that are budgeted and accounted for separately by a sponsored account</td>
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<td></td>
<td>Cost Share</td>
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<td></td>
<td>Costs assignable to a sponsored project that are not funded by that project (i.e. mandatory cost share, salaries in excess of the NIH salary cap)</td>
</tr>
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## Effort Reporting for Non-Sponsored Activities

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<th>Personnel Impacted</th>
<th>Requirements</th>
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<tr>
<td>• All GSU exempt employees and retirees who:</td>
<td>• GSU requires employees to estimate their proportion of University-funded effort that is expended on research, instruction, and other activities</td>
</tr>
<tr>
<td>• are expending effort on university or departmental research in any capacity other than as a graduate student</td>
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Effort Reporting for Non-Sponsored Activities

Personnel Impacted
- All GSU exempt employees and retirees who:
  - are expending effort on university or departmental research in any capacity other than as a graduate student

Effort Categories

University Instruction
Teaching and training activities of the university that are supported with University funds.

Research (University and Department)
All research and scholarly activities that are supported by state funds (university and department)

Other Activities
Non-instruction and non-research services to individuals or groups internal or external to the university. (i.e. consulting services otherwise not compensated and considered a part of the individual’s university effort, professional service such as service on review boards, advisory committees, etc.)
Effort Commitment

- Amount of effort promised by the institution in the proposal or the amended effort stated in the award documentation
- Not based on a 40-hour work week, but the total time spent on institutional activities during the appointment
- Based on Institutional Base Salary
  - Annual compensation paid by university for an employee's appointment whether the time is spent on research, teaching, or other activities
  - Excludes income that an individual is permitted to earn outside of the university
    - Stipends
    - Honoraria
    - Vacation
    - Sick Leave
    - Sabbatical
    - Compensation over-the-cap
Effort Commitment

- Total distribution of effort dedicated to all institutional activities cannot exceed 100%, including cost sharing commitments.
- If receipt of an award increases an investigator's total effort commitments to greater than 100%, the investigator must revise the level of committed effort by:
  - seeking approval from the sponsor,
  - reducing effort on other non-sponsored activities,
  - or refusing the award.
- If key project personnel reduce their committed effort on a sponsored project by more than 25%, the institution needs to notify the sponsor and receive approval (i.e., reducing effort from 15% to 11%).
  - Sponsor rebudgeting requirements may vary.
Effort on Sponsored Projects

PI Responsibilities

- When receiving a new award PIs and other key personnel should review their effort commitments to all (sponsored and non-sponsored projects)
- Remember total commitments cannot exceed 100%
- Make appropriate changes
- PIs will inform Departmental Coordinator of the proposed effort for all personnel on their sponsored project and how the new award affects effort for other sponsored and non-sponsored projects
- PIs should also inform Departmental Coordinator about any committed uncompensated effort (committed cost share)
- PIs approve the Payroll Action Forms for all personnel employed on their grants
Central Administrator Responsibilities

- Spearheads the Effort Reporting initiative at GSU
- Spearheads compliance of the Effort Reporting process
- Primary communicator with the administration at the institution and with effort reporting system administrators
- Ultimately responsible for delegating tasks related to the effort reporting process
- Designates the role of Department Coordinator for each department
- Monitors compliance via management reports
Departmental Coordinators/ Pre-Reviewers/ Post Reviewers

- Understands Policies and Procedures for Effort Reporting at the institution
- Understands OMB Uniform Guidance and sponsoring agency guidelines regarding effort reporting
- Knowledgable of grants within their department
- Knowledgable of cost sharing requirements and the ability to verify cost sharing with grant documentation
- Ability to train the certifier
- Ensures effort forms are completed on a timely basis
- Ensures effort forms are in-line with salary cap requirements
- Ensures that the University’s effort reporting deadlines are met
Departmental Coordinator Responsibilities

- Guide employees who certify effort in the use of the effort reporting system and effort reporting policies and procedures
- Ensure that completed effort forms accurately reflect effort
- Ensure that effort forms are completed in a timely manner
- Delegate Pre and Post review duties as appropriate
- Ensure Pre and Post Reviewers have received the appropriate payroll training and have the appropriate payroll access
- Departmental Coordinators may have titles such as Business Manager, Grants and Contracts Officer, Accountant, etc.
- To find the Departmental Coordinator for your unit please contact
Pre-Reviewer Responsibilities

- Assist departmental coordinator in facilitating a timely and efficient certification process
- Inform certifiers of federal and institutional policies regarding effort reporting
- Reviews effort reports prior to its release to certifiers
- Uses knowledge of grant activities in the department to determine if the form accurately reflects the activities of the employee by percentage and amount
- Make appropriate adjustments to the forms
  - Add an account
  - Make a salary reallocation
  - Record cost sharing
Post Reviewer Responsibilities

• Assist departmental coordinator in facilitating a timely and efficient certification process
• Inform certifiers of federal and institutional policies regarding effort reporting
• Reviews effort reports after it has been certified
• For effort forms in which the Certifier changed effort percentages, the Post Reviewer must ensure effort certified on an account is consistent with the salaries charged and/or that cost share commitments have been fulfilled
• Cost sharing and/or cost transfers must be recorded properly
Certifier Responsibilities

- Certifies the actual effort by award in terms of percentages of total effort expended
- Document the percentage of effort allocated to non-sponsored activities
- Who can certify varies depending upon whether or not an employee contributes effort on a sponsored project
- Who certifies effort for employees who work on sponsored projects?
- PERs must be certified by someone who has “suitable means of verification that the work was performed.”
  - Employees on sponsored projects certify their own PER
  - PIs certify PERs of non-faculty employees working on sponsored projects
  - PI can delegate another individual to certify PERs of a sponsored project
    - PI must notify the departmental Coordinator in writing
    - Delegate must have “suitable means of verification that the work was performed.”
      - i.e. Laboratory or Project Coordinator
• Who certifies effort for employees who do not work on sponsored projects?
• Employees may certify their own
• Departmental Coordinators can certify PERs for employees funded solely by university funds
Timing

Fall and Summer Semesters
- PER generated 30 days after the close out of the semester
- Certifiers have 45 days from the time the PER is made available to complete certification

Spring Semester
- PER generation and certification period are on an accelerated schedule to ensure certifications are completed by close of fiscal year (June 30)
You will need to complete the described action **by clicking within the presentation** to advance the tutorial.

*(It will not advance on its own.)*
Assignment

During the effort reporting process departmental coordinators have the ability to change the Pre-Reviewer, Certifier, or Post Reviewer for an individual or assign individuals to another department.
Effort Reporting Process

Pre Review

Departmental Coordinators or assigned Pre-Reviewers review all Personnel Effort Report generated by the effort reporting system accurately reflects the effort allocation consistent with their records.

Personnel Effort Report (PER)

- Contains estimates of effort based on the percentages of an employee’s institutional base salary
- Estimates are based upon proposed effort rather than actual effort
Certification

Certifiers review effort percentages on the personnel effort report and determine if those changes reasonably correspond to the percentages of actual effort contributed by the individual.

Certifiers also estimate the percentage of University-funded effort spent on research (non-sponsored), instruction, and other university related activities.
Changes in Effort Report

- Percentage of actual effort is more than the percentage charged, no change is required
- Percentage of actual effort is less than percentage charged to the sponsored project
  - Step 1: Certifier
    - must either notify their pre-reviewer of correction or correct the PER to reflect actual effort distribution
  - Step 2: Departmental Coordinator
    - must complete the appropriate payroll action form (PAF) reallocating salary to update the payroll distribution to reflect actual effort
  - Step 3: Certifier
    - verify the corrected PER
Effort Changes after Certification Period

- Effort Changes made after the certification period result in retroactive salary adjustments.
- Retroactive salary adjustments made 90 days after the charge date are cost transfers and must be completed in accordance with GSU Cost Transfer Policy and Procedures.
- Cost Transfers must be requested from OSPA via the Research Portal and include a justification for the change signed by PI.
  - Cost Transfers requested more than one year after the date of the initial charge will not be approved.
- If a PER has been certified, it will be deleted. A revised PER will be generated.
- PI must certify the revised PER.
Thank you for watching

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