NORTHWESTERN STATE UNIVERSITY Effort Reporting System for Federally Sponsored Projects

I.	Purpose and Scope:	To outline the procedure for preparing effort certification reports for employees with all or a portion of their salary directly charged to a sponsored project.
II.	Reference:	Office of Management and Budget (OMB) – Omni-Circular
Ш	. Responsible Area:	Business Affairs

IV. Procedure:

NOTE: In general, employees are required to be covered by this system if all or a portion of their salary is directly charged to a sponsored project or if their effort is divided between multiple effort categories, e.g., instruction, sponsored research, departmental administration and sponsored projects administration.

Effort certification is required only for federally sponsored programs.

Effort certification reports must cover 100 percent of all work for which an employee is compensated. These reports must be signed by the employee or a responsible person having suitable means of verifying that the work was performed.

Business Affairs

1. Bi-Annually run the Effort Certification Report and e-mail to employee.

Employee

- 2. Completes Effort Certification Report (Attachment 1) detailing percentage of time spent on a sponsored project and/or multiple effort categories each semester. The employee certifies that the distribution of time and effort is complete and accurate; that only accurate information is included on the form, and that the percentage of time reported reflects the actual time spent performing the related activities.
- 3. Sign, Date, and Forwards report to Budget Unit Head.

Budget Unit Head

- 4. Review the report and if approved sign verifying that the work was performed.
- 5. Forward report to applicable Approving Agent.

Approving Agent

- 6. Review the report and if approved sign verifying that the work was performed.
- 7. Forwards to Business Affairs Grant & Contract Section.

Attachment 1

Subject	FW: Effort Certification Report				
From: Amber Beasley Sent: Thursday, July 22, 2021 1:47 PM To: 'Jane Doe' <doej@nsula.edu> Subject: Effort Certification Report</doej@nsula.edu>					
Please print & complete the form below and return to Amber Beasley, Business Affairs – St. Denis Hall. All signatures are <u>required before returning to Business Affairs.</u> Percentage worked must total 100%.					
NORTHWESTERN STATE UNIVERSITY EFFORT CERTIFICATION REPORT					
For:	01-01-2021 through 06	-30-2021			
Employee Name:	Jane Doe				
Employee ID:	123-45-6789				
Email:	doej@nsula.edu				
Fund Title		1 v. Ju. ber	Regular Percent		
Fund Title 1		10017	5		
Fund Title 2	5	210022			
		Total Percen	t 100%		
Certification Statement: I certify that the distribution of my time and effort as specified here is complete and accurate to the best of my knowledge.					
Signature		Date			
APPROVED BY:					
Budget Unit	Head	Date			
		1			