

VI-2 Effort Reporting System for Federally Sponsored Projects

**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
- III. 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. However, the university required it for all agreements to affect the understanding that the employees who are being paid from externally funded sources are attesting that they have only included accurate information on their time sheets and other request for payment documents. Employees also attest that they actually worked the number of hours reported.*

*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.

