

HSC OP: 65.07, **Effort Reporting: Certifying Time and Effort on Sponsored Projects**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to accurately reflect the actual level of effort expended on a sponsored project to assure the sponsors that the effort expended on their sponsored project justifies the salary charged to those projects, and to ensure institutional compliance with the appropriate guidance (OMB Circular A-21, *Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions*, Section J.10, or *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, 2CFR 200.430).

REVIEW: This HSC OP will be reviewed on June 15 of each odd-numbered year (ONY) by the Assistant Vice Presidents of Sponsored Programs and Research Integrity, and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Senior Vice President for Research and Innovation and the Executive Vice President for Finance and Operations.

spent on any activity expressed as a percentage of total institutional activities for which an individual is compensated by TTUHSC. Effort is not based on a 40-hour, or any other standard, work week. Each report will account for 100% of the activity for which the employee is compensated and which is required in fulfillment of the employee's obligations to the institution.

Principal Investigators/Project Directors are responsible for understanding the effort certification requirements of the projects for which they apply, or for which they are otherwise awarded funding. Further, Principal Investigators/Project Directors are responsible for certifying the effort of staff (non-faculty) paid from each sponsored project and any faculty with commitments to a sponsored project but not paid from any sponsored FOP. Other faculty (non-PI) paid from a sponsored project must certify their own effort.

Falsification of Effort Report (Form) sponsored by TTUHSC or other institution

Review the payroll data within **ecrt** and verify

Accounting Services shall:

When notified of the effort certification requirement by OSP and/or Principal Investigator/ Program Director, assure that data elements that affect effort certification are accurately reflected in Banner so that they feed appropriately to **ecrt**.

Finance Systems Management shall:

Maintain the **ecrt** system through data verification and system control reporting.
Provide training documentation and hands on training (where applicable) to all levels of users.
Provide certification compliance statistics as needed.

4. **Definitions**

Certifier

Any individual who is an exempt faculty member or the listed PI on a grant, is paid on a Sponsored Project, and therefore certifies their effort expended to those Sponsored Projects in **ecrt**. All Certifiers must have a reasonable means of verification or documentation of the work performed.

Certify

To certify is to attest authoritatively as being true; to confirm accuracy.

Committed Effort

Committed Effort is the amount of effort offered to a sponsor in the proposal documents that is specified and quantified and becomes a binding commitment upon execution of the award agreement. Committed effort exists regardless of whether salary support is requested in support of the effort. An individual can have effort committed to a grant and not have payroll charged to the grant. It is possible for an individual to have effort committed for the entire grant period but not have any certified effort toward the grant during a specific certification period. The PI will certify for any faculty who has committed effort on a grant but was not paid from any sponsored FOP.

Cost Sharing

Cost sharing represents that portion of the total project costs of a sponsored agreement borne by TTUHSC, rather than by the sponsor. Cost sharing of direct expenditures represents a redirection of departmental or school resources. (HSC OP 65.07 (t)-15.7 (he) 24.1 (t)-15.7f(ot)-ob76 0 Td(oc

