

EFFORT REPORTING OVERVIEW

As a recipient of federal research funding, the University of Kansas Medical Center (KUMED) is required to maintain a system that allows faculty and staff to certify their salaries charged to sponsored projects. Effort Reporting is our means of providing assurance to sponsors that:

1. Salaries charged to sponsored projects are reasonable in relation to the work performed, and
2. Faculty and staff have met their commitments to sponsored projects

OMB Circular A-21, section J.10 requires an effort reporting process/system that:

- Encompasses all employee activities on an integrated basis (100% of effort)
- Confirms effort expended on a planned confirmation or after-the-fact basis
- Requires certification to be performed by an individual with knowledge of all of an employee's activities or suitable means of verification

KUMED uses an electronic effort reporting system known as Effort Certification and Reporting Technology (ECRT) to help comply with federal guidelines. ECRT offers faculty and staff electronic access to effort certification, effort percentages, reports and data queries.

Please refer to [Time and Effort Reporting Policy](#) for policy details.

Effort coordinator responsibilities

The Effort Coordinators are vital to the effort certification process. Their extensive responsibilities support faculty and academic staff, including:

- understanding the Federal requirements related to effort
- ensuring that administrative tasks are completed appropriately
- monitoring all aspects of effort compliance

The following list is intended to outline the Effort Coordinator's responsibilities.

Ongoing:

- Review the effort cards for faculty members and senior/key personnel in ECRT on an ongoing basis, to determine whether the distribution of salary charges, commitments, and cost sharing are consistent with expectations
- Follow up with faculty, academic staff, and payroll coordinators to make adjustments as necessary

During the certification Pre-Review period:

- Help faculty and academic staff members interpret and understand their effort cards
 - Log into ECRT to look at the cards before faculty and academic staff members see them
 - Use the notes field on the effort cards to explain potentially confusing info
 - Confirm salary, commitment, and cost share are correct. Request corrective action if necessary; the effort card may need to be placed on hold.

During certification:

- Process each certified card in the Manage Task list. Applying the evaluation method outlined on the diagram found in Appendix A, and optionally:
 - Work with the E-Central Office * to resolve cost sharing issues
 - Return the card to the investigator if something is unclear
 - Initiate salary cost transfers if needed
- Maintain documentation (in the notes and otherwise) to support resolution of potential questions from auditors, and respond to questions from auditors if necessary
- Certify all non-sponsored accounts in your "Certify My Researchers Group View"

Follow-up:

- Ensure all effort cards are certified
- Follow up when effort certification is overdue

* E-Central Office: refers to the Central Administration Office where ECRT is maintained

KUMCRI Effort Coordinator's Guide to Certification Practices and Procedures

Appendix A

