

Effort Reporting

Summary

The Sponsored Projects Office (SPO) at Western Oregon University (WOU) has established an effort reporting policy/procedure to communicate to faculty and staff requirements and expectations to appropriately manage and report effort on sponsored projects.

Definitions

Effort

Effort refers to an individual's account of their time spent on all professional activities throughout WOU. All activities performed as a WOU employee count towards the calculation of effort unless it falls under the definition of Intra-Institutional Higher Education Consulting. Regardless of the amount of an employee's FTE/employment level, effort should always total 100%.

Effort Reporting/Certification

Effort reporting/certification is the documentation of a reasonable estimate of each individual's effort in professional activities. Federal granting agencies require assurances that actual effort aligns with budgeted activities on a grant and should be signed or certified by a person with first-hand knowledge of the individual's activities.

FTE

FTE is the acronym for "full-time equivalent," which is the decimal number that represents the percent of time personnel are employed in total, with 40 hours a week being full-time (1.0 FTE).

Institution Based Salary

IBS is the annual compensation paid by an Institution of Higher Education for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities.

Overload/Supplemental/Intra-University Consulting Pay

Overload/supplemental/intra-university consulting pay refers to activities beyond 100% of effort and is specific work completed outside of the home department.

Roles and Responsibilities

It is best practice for effort on all sponsored projects to be certified. As such, WOU certifies all effort on sponsored projects quarterly.

The Project Director and grant funded personnel review quarterly effort reports for reasonable accuracy, considering the employee's actual effort in the quarter to the paid and/or cost shared effort on the effort report. If the effort report is found to be a reasonable estimate of effort, the certifier(s) sign the report and returns the report to the Associate Director of Award Management and Post Award Services.

If there is a discrepancy on the effort report, the Project Director should notify the Associate Director of Award Management and Post Award Services for guidance in submitting the appropriate documentation to Human Resources to correct. It will be noted when the changes should be reflected on Banner. After the changes have been reflected on Banner the Associate Director of Award Management and Post Award Services will run the effort certification process again to reflect those changes.

References

Uniform Guidance § 200.430 Compensation-personal services.