



Quick Reference Guide for Effort Reporting July 2012 v1.0

The purpose of this document is to provide research faculty and staff with a quick reference tool for managing and certifying salaries charged to sponsored projects awarded to UMCP.

Why is Effort Reporting Important?

Federal guidelines require payroll costs to be documented to ensure that external sponsors reimburse the grantee only for the time and effort actually expended on their behalf.

What is Effort Reporting?

An individual certifies that the salaries charged to sponsored projects are reasonable in relation to the actual work performed.

The University supports the effort reporting requirements through online certification of an electronic Personnel Activity Survey. Certification is completed through the electronic effort reporting system. See "Effort Reporting" at: <http://ares.umd.edu>

Who Can Certify Effort?

Each faculty or staff member should certify their own effort report when possible. If that individual is not in a position to certify, a person that has firsthand knowledge or suitable means of verification can certify on their behalf.

What is Effort?

Total Effort = Total Activity that UMCP compensates the faculty/staff member to perform.

- Regardless of the actual number of hours worked
- Varies from individual to individual
- NOT based on a 40 hour work week
- NOT just Monday through Friday

Institutional Base Salary

Compensation paid to faculty/staff for UMCP activities

Includes:

- Organized Research
- Instruction/Teaching
- Department/Division Administration

Excludes:

- Incidental Pay
- External Consulting Payments

Actual salary dollars are presented as percentage figures (of total salary) on the effort report.

Maximum Effort

In most cases, University personnel should not commit, or certify, 100% of their effort to sponsored projects.

Reasonable Estimate

Federal guidelines recognize that teaching, research, patient care and administration are often "inextricably intermingled."

Faculty/Staff must certify that their effort percentage on a project or activity is "reasonable" in relation to the actual work performed.

UMCP considers "reasonable" to be within +/- four percentage points of actual effort.

Reporting Periods

Effort Reports will be distributed twice a year

- Reporting cycle 01 (PP#1-14)
- Reporting cycle 02 (PP#15-27)

Due Date and Timing

Faculty and Staff should certify their effort within 45 days of the effort report release date.

Effort coordinators/certifiers will have approximately 45 days prior to the release date to review payroll charges and submit necessary transfers.

The Cost Accounting office will send out notifications/reminders on scheduled frequencies, as necessary.

Roles and Responsibilities

Faculty/Staff Member (Certifier):

- Review, adjust and certify his/her effort for the applicable periods via the effort system.

Dept. Administrator (Effort Coordinator):

- Assist faculty and staff in the effort reporting process.