

Sponsored Programs Monthly

Effort Reporting



Effort Reports need to be signed by the individual named on the report.

Exceptions include:

- 1) PIs may sign for grad & undergrad students
- 2) PIs may sign for research assistants
- 3) Supervisors may sign for an employee when they are unavailable for signature, such as on sabbatical, when they are no longer employed by the university or other prolonged absence.

In all cases, the individual signing the report must be directly aware of and have first-hand knowledge of all effort being reported for an employee.

A certification, signed by the employee, that the payroll funding and cost share reported on behalf of the employee reflects the actual effort (or work performed) during the prior semester.

This certification is required by federal regulations included in [OMB A-21](#) Section J.10.c.(2) and the new [Uniform Guidance](#) rule §200.430 which will go into effect 12/26/14.

Effort reports are generated and certified each semester. In early March, our office will be emailing effort reports to departmental business offices for the Fall 2013 semester.

Before signing, employees should review the sponsored activities section. By signing, the employee is certifying that the projects and percentages of effort listed are a reasonable representation of the work performed during the prior semester.

If an employee disagrees with any of the payroll or cost sharing percentages listed on the report, payroll transfers or cost share revisions will need to be done. Please contact [Laura Hohenbary](#) for further guidance.

Returning reports by the due date is very important. Effort reports returned past the due date can result in audit findings for the university.

<http://www.k-state.edu/finsvcs/sponsoredprograms/effortrptg/>

[Effort Report](#) and [Effort Report Adjustment](#) Examples

Questions? Call Laura Hohenbary at 532-6207