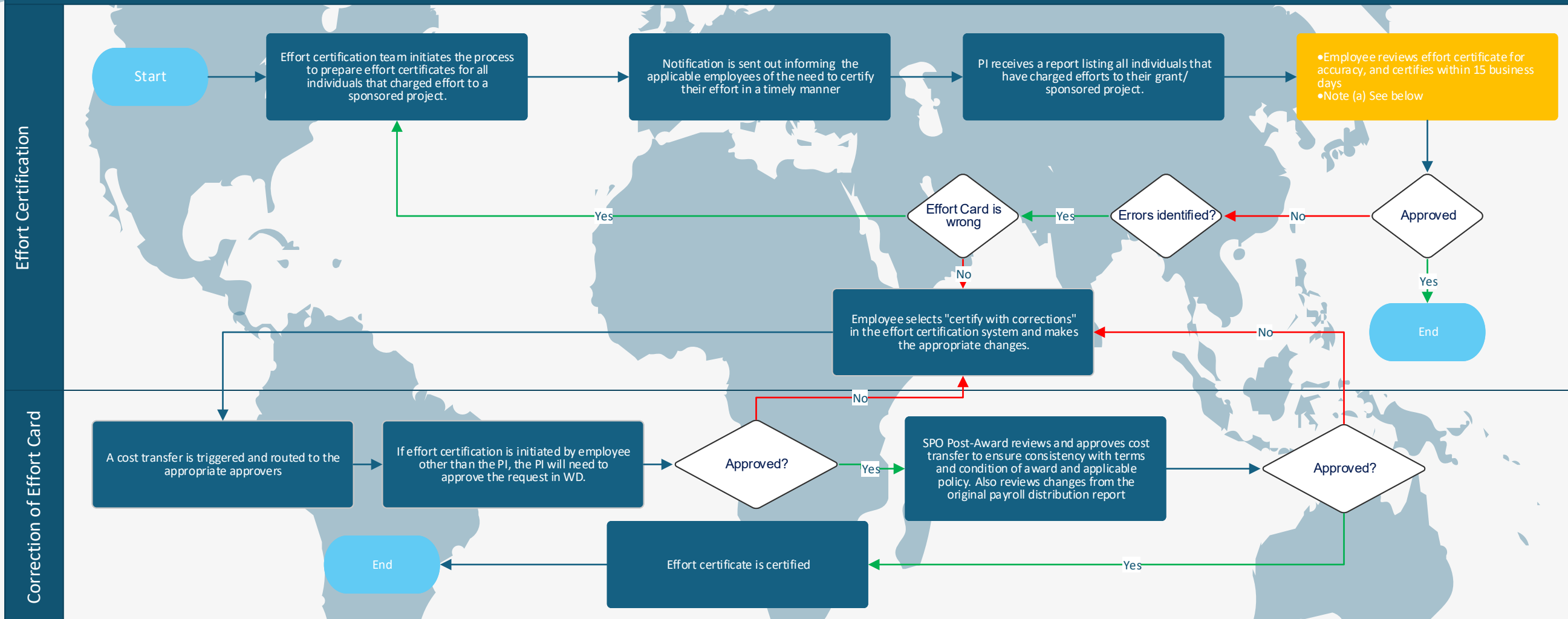


Effort Reporting Process



Key:
SPO - Sponsored Programs Office
PI - Principal Investigator
PD - Project Director
Key control

Key Controls:

Employees certify their time within the time and effort certification system. The approval is evidenced by the employee sign off within the certification system.
Note (a): If an employee is terminated before they have an opportunity to certify their effort card, the certification will be completed by someone who can make reasonable assertions about the employee's efforts. This could be the Principal Investigator (PI), Dean, Department Chair, or authorized designee.
SPO Post-Award reviews and approves changes to effort from the original payroll distribution report. The approval is evidenced by the sign off within the system.
SPO Post-Award monitors the collection of effort certificates and initiates any necessary the PI/PD
Employee certifies their effort within 15 business days.
Employee certification more than 30 days past due is escalated by Assistant Vice President, Post Award & UARC Operations to the Controller and the Dean
Employee certification more than 60 days past due is escalated by Assistant Vice President, Post Award & UARC Operations to the Controller, the Dean, and the Provost
SPO Post-Award tracks the collection of effort certificates and initiates any necessary follow up with the PI/PDs and dept. administrators to ensure 100% completion.