

SYSTEM HELP

Support for using the Effort Reporting system (security access within PeopleSoft, performance, availability, interpreting content of effort report, correcting pay or cost sharing commitments, navigation within application, etc.) are requested by generating a new Customer Relationship Management (CRM) case at:

<http://www.asu.edu/go/support>

POLICIES & PROCEDURES HELP

ORSPA can provide you with help regarding Effort Reporting policies and procedures. Just send us an email at:

effort-q@asu.edu

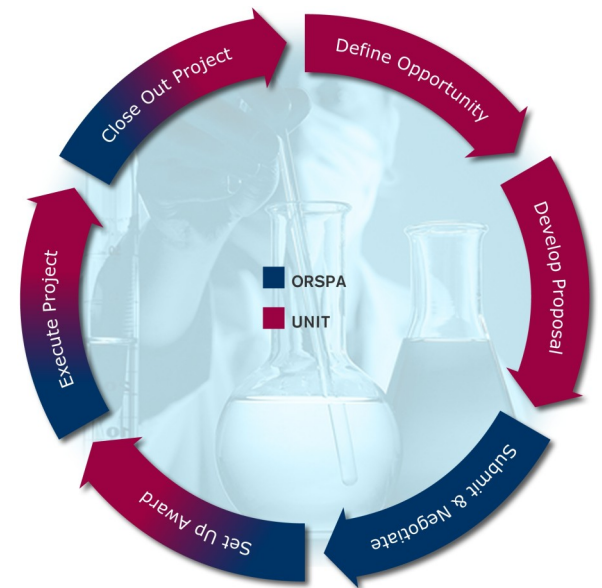
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EFFORT REPORTING

ONLINE SYSTEM FOR CERTIFICATION
OF EFFORT ON SPONSORED PROJECTS



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What is Effort Reporting?

Effort reporting is ASU's method of verifying that faculty, students, and staff worked on sponsored projects and completed their commitments to sponsors. Reporting occurs "after-the-fact".

Why is Effort Reporting necessary?

The federal government's Office of Management & Budget (OMB) Circular A-21, requires that institutions develop a mechanism to confirm how individuals actually expended effort during a specified time period. These effort reports must be generated on a regular basis (by semester at ASU) and must be certified by an individual who has suitable means of verification of the employee's activities.

In what instances are effort certifications required?

Effort certification is required for all salaried employees compensated from sponsored projects or having a cost share commitment to sponsored projects during an effort reporting period. Also, hourly students and staff with cost share commitments will require certification.

Who is responsible for certification?

PIs certify on behalf of graduate students and hourly students with cost share. All other employees self-certify.

How do I know if I need to certify an Effort Report?

You will receive an automated system email from your Departmental Effort Administrator (DEA) with the Subject Line of "Your Action is Required on an Effort Report". Basic instructions for accessing the Effort Reporting System are included in the email. You will receive an email for each of the Effort Reports that require your certification.

How often are Effort Reports completed?

Effort Reports are generated on a semester-basis, which means that you will receive a Fall, Spring and Summer report for periods in which you or those for whom you certify, are paid from or cost shared to sponsored projects.

What is the timeframe for effort certification?

You will receive an email notification to let you know that the Effort Reporting period has been opened, and informing you of the deadline. There will be reminders sent via email in days preceding the deadline. Also, delinquent effort report reminders will be sent after the deadline of each effort period.

What happens if I don't certify my effort in a timely manner?

If your effort is not certified within the applicable certification timeframe, the Vice President for Research and Economic Affairs has instructed ORSPA not to process any pending proposals or set up any awards/award increments for the individual and the lead PI of the project(s) that require certification.

How do late certifications or re-certifications affect the University?

Late certification and re-certifications create audit risk as these occurrences harm the credibility of the reports. The credibility of the effort reports are key to supporting that charges to sponsored projects are recognized by the sponsor as allowable.

Where can I get training on how to use the new Effort Reporting system?

ORSPA offers online training for all faculty and staff who need to use the Effort Reporting System. Please visit the Effort Reporting website and click on the training tab for online resources and other training options:

http://researchadmin.asu.edu/effort_training

Who can I contact if I have questions about my Effort Report?

Your Departmental Effort Administrator (DEA) is the best contact for questions regarding your effort report. This will typically be the staff member who you received the automated notice from that your effort report is ready for certification.

If you are unsure who your DEA is, please email:

effort-q@asu.edu

Where can I get more information about Effort Reporting at ASU?

A comprehensive list of resources, including training, policies, FAQs and more can be found on the Effort Reporting website at:

http://researchadmin.asu.edu/effort_reporting

Questions or Problems?

If your question is specifically about effort reporting, please notify ORSPA's effort team at:

effort-q@asu.edu