

TUSKEGEE UNIVERSITY

| | | | |
|---|--------------|-------------------------------|--|
| BUSINESS & FISCAL AFFAIRS POLICY | | <i>Subject Title:</i> | |
| | | <i>APP No.</i> 0001 | |
| <i>Supersedes BF&A No.</i> | <i>Date:</i> | <i>Effective Date:</i> | |

Subject:
Effort Reporting and Salary Certification Policy

Office of Sponsored Programs

Ensures all salaries proposed are properly budgeted and meets all applicable agency and university policies and procedures

Communicate significant changes in effort to sponsors

Update effort commitments in GMAS to reflect new effort commitment when changes in effort are approved by sponsors

Office of the Provost

Provide effort reporting training, guidance on requirements

Provides oversight for University-wide compliance with the University Effort Reporting Policy

Principal Investigators (PIs)/Faculty Members

Prepare and/or review Effort Certification on a semester basis

Communicate significant effort changes to the Office of Grants and Contract Accounting

May delegate that the certification responsibility to another individual who has sufficient knowledge and/or is in a position to provide for suitable means of verification that the work was performed

Review salary charges on awards periodically with a grant manager and identify any effort-related changes and request revisions as needed

Resubmit certification if any variance of +/-5 is identified during the review process

Office of Grants and Contract Accounting

Reviews and approves all compensation charged to sponsored projects for compliance

Record any necessary payroll adjustments to the general ledger

Ensure sponsoring agencies invoices reconcile to the Effort Certification

5.0 Procedures

The University has elected for faculty to provide Effort Certifications three times per year: the fall semester, the spring semester, and the summer; staff members certify on a monthly basis. The Effort Certifications includes all projects from which an employee has been compensated regardless of funding source. It also includes any mandatory or voluntarily committed cost share required as a condition of the award. The Effort Certification also includes accounting information for other institutional activities undertaken by the employee.

The effort report must be certified by the employee and/or an individual who has direct knowledge of the certification process:
In implementing this requirement, the following criterion establishes the

Employees shall certify their own effort reports and a designee who has direct knowledge of the (i.e., principal investigator, supervisor, department head, director or dean)

In the rare case when an individual is not in a position to certify effort (e.g., illness, termination, etc.), the certification will be provided by the department head or dean and certified by the principal investigator

6.0 FORMS/DOCUMENTS

Letter of Intent/Appointment

Determine what is included on this document from a faculty member

Employment Contract

Provides terms and other pertinent details related to employment

GL Change Form

Used to modify salary distribution in the payroll system with the original terms of the employment contract