

Effort Reporting Policy

Revised: April 2019

POLICY STATEMENT

As a recipient of federal funding, California State University, Dominguez Hills (CSUDH) is required to comply with OMB Uniform Guidance 2CFR 200.430 and ICSUAM 11003.06 as well as other federal requirements for certifying effort on sponsored awards. CSUDH's Office of Sponsored Research and Programs (OSRP) requires all individuals who receive federal sponsored funding to comply with these policies regarding the proposing, charging, and reporting of effort on those awards.

University faculty and staff are expected to charge their time to sponsored awards commensurate with the committed effort expended on all activities they perform. Payroll charges to sponsored awards, and cost sharing recorded for faculty and staff, serve as initial data points for the effort reporting system.

CSUDH OSRP's practice is to utilize an after-the-fact effort reporting system to certify that salaries charged, or cost shared to sponsored awards, are reasonable and consistent with the work performed. OSRP Post-Award Analyst shall be responsible for gathering data on employee effort, and producing and distributing the Personnel Effort Reporting Form (PERF). Monitoring the completion of the forms, comparing effort data against budgeted commitments, and maintaining the certification records are also the responsibility of OSRP Post Award.

RESPONSIBILITIES

Effort reporting is a federal compliance requirement. There are many individuals involved in this process and each one has a role in ensuring that certifications are accurate and completed on time.

Principal Investigators (PIs)

- Understand their own as well as any staff member's (non-faculty personnel) levels of effort committed, charged, and reported on all applicable awards.
- Review, initiate corrections if necessary, and electronically certify their PERF.
- Recertify and electronically sign if effort changes are made after a statement has been certified.

Administrative Resource Managers (ARMs)

- Provide payroll information for stateside salaries to the Post Award Office for use in PERF preparation.
- Assist the PIs with completion of the faculty workload summary sheet.

Post Award Analyst

- Gather data on employee effort and produce and distribute the PERF.

- Compare data against budgeted commitments.
- Maintain completed certification records.