

Effort Reporting

How To Certify Effort Reports

Virginia Commonwealth University must have certification that the effort put forth on a sponsored agreement is reasonable in relation to the amount of salary being charged to the sponsored agreement. This is necessary to comply with federal regulations and to provide assurance to sponsors that the salary charged to a sponsored agreement is reasonable with respect to the effort. The home department of an employee must ensure that the Personnel Action Form for that employee properly reflects a true allocation of his/her salary in proportion to the effort performed on sponsored projects. The mechanism used to document that pay charged to the project is reasonable relative to actual effort is the Effort Certification Report.

General Information:

The University requires effort certification for all Professorial, Professional, and support staff (in-band) whose costs are charged either to sponsored grants and contracts and research programs. The federal regulations require that this certification be done for each academic term for professional and quarterly for support staff.