

## The Top 10 Things You Should Know About Effort

- *Effort* is your work on a project, whether the sponsor pays your salary or not.
- When you write yourself into a proposal, you are *committing* your effort to the Sponsor.
- Reduction of effort, paid or cost-shared, by 25% or more generally requires prior approval from the Sponsor. If you reduce your salary only and retain the level of effort, cost sharing should be documented.
- Many activities cannot be charged to a federally sponsored project, including:
  - Writing a proposal
  - Serving on an IRB, IACUC or other research committee
  - Serving on a departmental or university service committee
- Certification must *reasonably* reflect *all* the effort for *all* the activities that are covered by your UF compensation.
- Effort is *not* based on a 40-hour work week.
- Effort must be certified by someone with a *suitable means of verifying* that the work was performed.
- More than 90% of a faculty member's total university effort being committed to Sponsored projects is a big red flag. Can they meet that level and still perform the other duties required of them by the University?
- 9 month appointments require special attention. 100% pay coming from a sponsored project means full devotion during that time – no other activities, no answering emails, no vacations
- To minimize the potential need for cost transfers after effort certification, investigators, supported by their department administrators and effort coordinators, should review sponsored project budget statements, payroll expense distribution reports, and effort statements at least monthly.

\*Robert C. Andresen, Assistant Director Research and Sponsored Programs, Univ. of Wisconsin – Madison, "Effort Reporting: Top 10 Things a P.I. Should Know," published in NCURA