

Effort certifications are generated by Post Award each semester for faculty per the following schedule:

Fall: August 10th through December 24th
Spring: December 25th through June 9th
Summer: June 10th through August 9th

All classified staff and non-faculty, one-time pays, charged to a federal grant will certify effort on a monthly basis.

Effort reports will be mailed by the Post Award Administrator to the Principal Investigator for signature. Effort reports are due no later than 60 days after the reporting period. After certifications are returned to Sponsored Programs and Grants Management, Post Award enters the return date in the database and files the documentation in the appropriate project file. These certifications will be maintained along with other grant materials for audit purposes.

If the Principal Investigator does not return the signed effort certification by the specified due date, the assigned Post Award Administrator will send the PI an email reminder. If the certifications are not returned within 10 business days after the email reminder, all related grant activities will be suspended by the Director of Sponsored Programs and Grants Management until the situation is resolved.

IV. Definitions

None

V. References

OMB Circular A-21, Section L32. "Equity in the Federal Government" (Expired, Dec. 26, 2014)

Uniform Guidance, Subpart E, 200.430 (current)

VI. Approvals and Revisions

This policy was reviewed and approved by the Director of Sponsored Programs and Grants Management and Vice President for Planning and Research on June 30, 2006.

This policy was revised by the Director of Sponsored Programs and Grants Management on October 1, 2012 to reflect current position titles and to bring process changes current.

This policy was revised by the Director of Sponsored Programs and Grants Management on January 5, 2015 to change OMB Circular regulations to the new Uniform Guidance regulations.