What is Effort Reporting?

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project. All faculty members who serve as Principal Investigator on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spent on sponsored activities.

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged. Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, administration, etc.) for which the University compensates an individual. Effort reporting is the mandated method of certifying to the granting agencies that the effort charged to each award has actually been completed.

Who is required to complete Effort Reports and When are they Due?

Government regulations set by the Office of Management and Budget (OMB) in 2 CFR 200.430. For all professorial and professional staff, the reports will be prepared each academic term, but not less frequently than every six months. For other employees, unless alternate arrangements are agreed to, the reports will be prepared no less frequently than monthly and will coincide with one or more pay periods.

Effort Reports are due based on the following:

- *March 31: Fall–Pay Periods 1-14*
- *September 30: Spring – Pay Periods 15 - 26*

Where to Start?

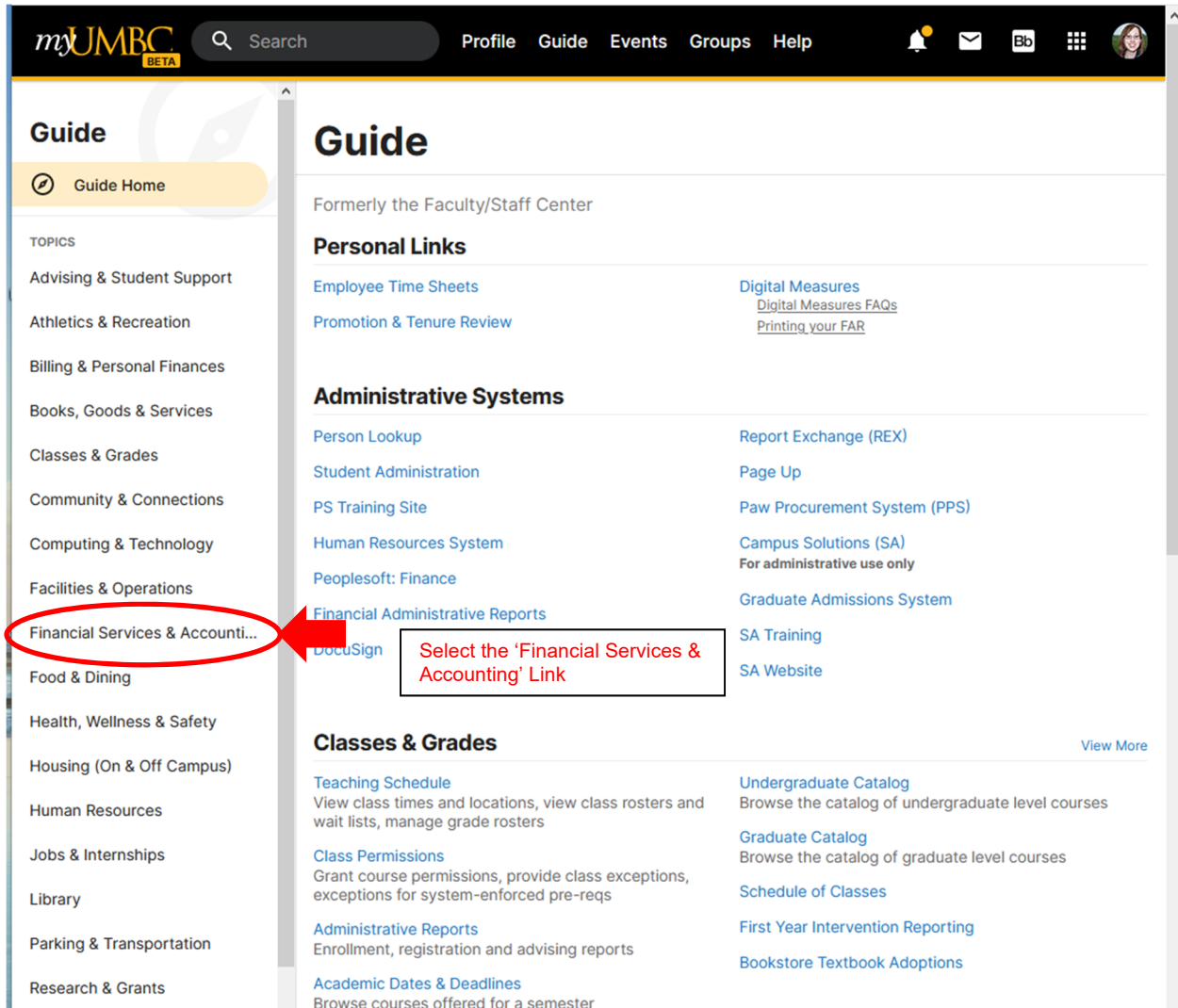Preparing for Effort Certification begins at the time of the award.

- [Dept. Budget Earnings (DBEs)](#) should be processed with the correct distribution at the beginning of the award.
- Monitoring throughout the certification period
- Communicating with Principal Investigator (PI)

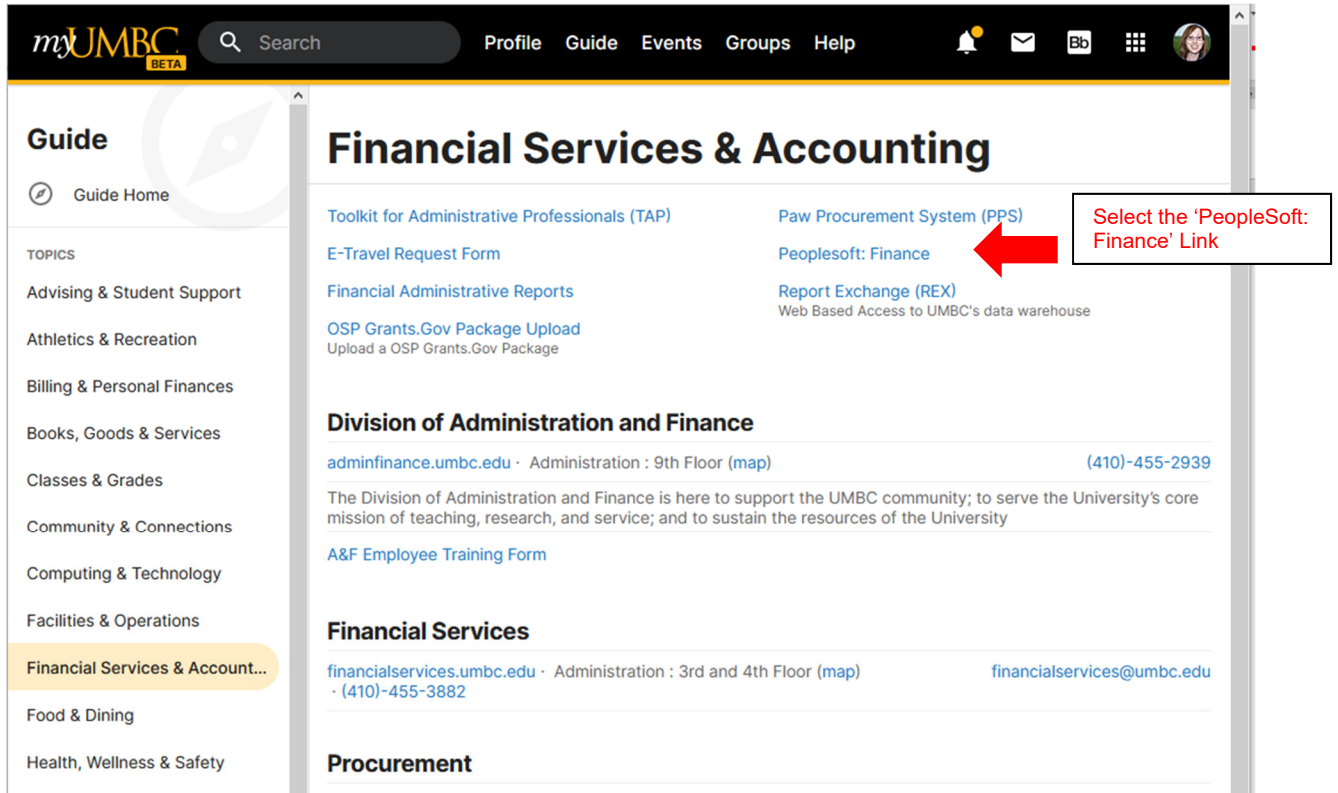## *Tools and Supporting Documentation to use to assist with certification:*

- Award documents with approved budgets
- Payroll Reports
- Effort Report Quick Guide

NOTE: The status for a successfully certified Effort Report changes from "Open" to "Finalized"

1. To access Peoplesoft from *myUMBC,* follow the navigation below after you have logged on. Click on the **'Guide'** tab to display the screen below.

Select the 'PeopleSoft: Finance' Link

2. To access Effort Reports, Click on Campus Work Center.
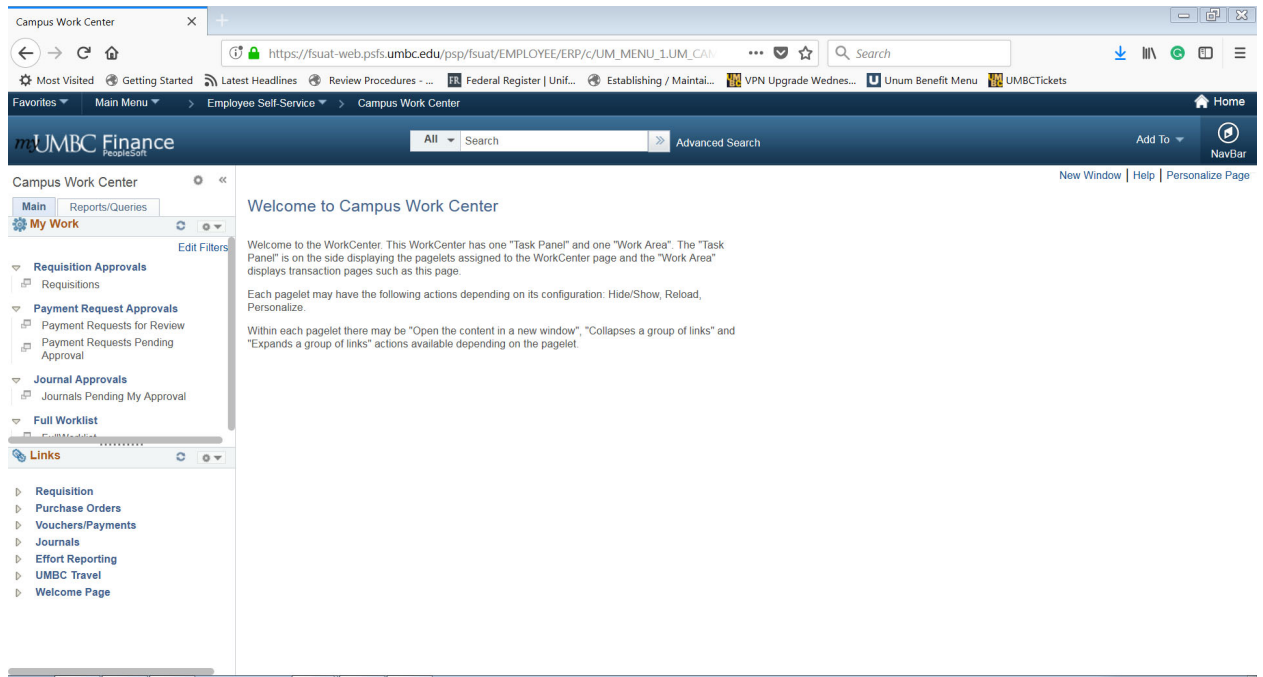
3. Then follow the navigation from the Links Menu in the PeopleSoft Finance Campus Work Center below. (**NOTE**: If the PI does not have access to this section in PeopleSoft to certify, see Page 10 for instructions on how to request access.)

Effort Reporting → Effort Reports – Search

4. In the **Year** field, enter the Semester Year you desire to search.
5. In the **Period** field, enter the Semester (**Fall** (Payroll 1-14) /**Spring** (Payroll 15-26),
6. Select the **Status "Open"** to view reports that need to be certified.
7. Enter the PI **Empl ID** in the **PI/Certifier ID** field. Please note that if you enter an Empl ID in the "Empl ID" field, the search will only retrieve the effort report for that employee. Never enter Empl ID's in both the "Empl ID" and "Team" fields. You may also search by Project by entering the Project ID number in the Project field or search by Department by entering the Department number in the Dept field.
8. Click **Fetch**. The results are displayed at the bottom of the screen.

Note: Repeat steps 4 through 8, entering previous years and periods to ensure that there are no earlier effort reports in the Open status that need to be Finalized.

9. To view the desired report, click on the **View Report icon.** The selected report is displayed.

10. **Distribute Sponsored Effort.** If the "Dist %" properly reflects the level of effort, enter **Effort Percentage** in the appropriate field. If Effort does not appear to be correct, contact your Business Manager.

11. **Certify**. Click on the box under Certify for your associated Sponsored Project.

12. **Non-Sponsored Effort**. Non-Sponsored Effort will auto update with Effort % (100% - Total Sponsored Effort % = Non-Sponsored Effort %)

** When properly completed, the **Total Effort %** should show **Entered: 100.00, To Apply: <blank>.**

13. **When you are ready to certify the distribution of effort,** click the **Certify checkbox** for each individual row or you may click on **Select All** if all are ready. Click **Save**. The Effort Report **Certification screen** will now be displayed. (shown below)

Effort Report Certification

Certification Statement for Faculty/Principal Investigators

I certify that this distribution of activity represents a reasonable accounting of the activity (or effort) expended by me (this individual) over the period covered by this survey.

Certification Statement for Non Faculty

I certify that I have first hand knowledge of the total activity (or effort) expended by this employee as distributed during the period covered by this survey, If the employee is the sole individual with this knowledge of 100% of his/her activity, the employee has certified the activity distribution in the space provided below.

Press Certify and Save to accept. Otherwise press Cancel.

...

[Certify and Save]   [Cancel]

14. **Read** the Certification statements and **click Certify and Save** button to save this transaction, otherwise click **Cancel**. You are returned to the Effort Report screen.

NOTE: If you have additional lines to certify, repeat steps 10-12. Once all lines are Certified, Status is changed from "Open" to "Finalized".

Statuses:

Open = Must be certified

Finalized = Successfully Certified by the PI(s)

UMBC Effort Reporting Quick Reference Guide

What to do if....

1 - The PI does not have access in PeopleSoft to certify...

To Get PeopleSoft Access:

[Go to the Financial services website](#)

[Click on Financial Services Docusign Forms](#)

[Click on Security Access forms](#)

Click on One for each individual employee

Request PI access

2 - An alternate certifier is needed...

The department chair sends an email to asmarks@umbc.edu asking to be an alternate certifier on (list project numbers)   projects due to (reason for request)   .

Example 1: Please add Dr. Keisha Johnson as an alternate certifier on project 000012345 due to the original PI, Dr. Elijah Gordon, leaving UMBC on 1/1/2020. Dr. Johnson is the new PI and attached is the approval from the sponsor showing the change in PI.
Signed,
Department Chair
Example 2: Please add me as an alternate certifier on project 000054321 due to the PI, Dr. Joan Park, being on sabbatical from 6/1/2020 to 12/31/2020.
Signed,
Department Chair

For additional assistance, please contact Amy Steinly-Marks at asmarks@umbc.edu, or 410-455-2099 or visit our website for additional information.