

Overview of Effort Reporting and Certification

What is effort reporting?

Effort reporting is UT Tyler's means of providing assurance to sponsors that:

- Salaries charged to sponsored projects are reasonable in relation to the work performed.
- Faculty and staff have met their commitments to sponsored projects.

Why is effort reporting and certification important?

Effort certification is required by extramural sponsors including the federal government. A failure to certify effort correctly and in a timely manner could jeopardize UT Tyler's federal research funding. Multi-million dollar fines for erroneously certifying effort have been levied against Johns Hopkins University, Northwestern University, and Harvard University.

What does this mean for me?

- If your salary is charged in whole or in part directly to a sponsored project, you must have your effort certified.
- Also, if you expend committed effort on a sponsored project, *even though no part of your salary is charged to the project*, you must certify your effort.
- All faculty and academic staff members certify their own effort. Also, all principal investigators (PIs), regardless of their classification, certify their own effort.
- All research related employees, postdocs, and non-PI classified staff will have their effort certified by their PI.

How do I certify my effort?

This is a two-step process:

1. Complete a training course on "The Basics of Effort Reporting." This can be taken online, or it can be an in-person training session.
2. Log into ECRT during the semiannual certification period.

Where can I go for help?

Everyone who is required to certify effort is encouraged to contact the Research Compliance Coordinator in the Office of Research and Scholarship. The Coordinator can answer your questions, monitor certification activity, and follow up with any late certification issues. For additional questions, please visit the Office of Research and Scholarship at:

<http://www.uttyler.edu/research/compliance/time-effort>

Here you will find reference material related to effort reporting and certification. You may also contact the Research Compliance Coordinator at ecrt@uttyler.edu or 903-566-6317.