

## Effort Reporting FAQs

### What is Effort Reporting?

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 or contributed (cost-shared). Effort Reporting is a method to document activity expended on sponsored projects.

### Why must we certify?

Effort Reporting is mandated by the U.S. Office of Management and Budget (OMB) in the regulation referred to as OMB Circular A-21. Effort is of interest to the government because 80% of all federally sponsored research is allocated for the salaries of researchers. OMB Circular A-21 says that Universities must have a system of determining and confirming how an individual expends 100% effort during a certain time period. This would be the effort reporting system. A new web-based system for Tulane will be implemented over the next few months.

### How do you define 100% effort?

100% effort is the total time an individual spends conducting University business. It does not mean a 40-hour week or a 9-5 work schedule. One investigator may work 60 hours a week, another may average 40 hours per week. Thus, the number of hours or "total time" will vary from person to person.

### Who will be required to report and certify effort?

All individuals who have effort committed to sponsored projects. Effort Certification must be done by individuals with first hand knowledge of 100% of the employee's compensated activities.

### How do I track effort split between multiple projects and other responsibilities?

Effort Reporting/Certifications should be based on a reasonable estimate of how time was spent during a specific reporting period, recognizing that in an academic setting, teaching, research, service and administration are often inextricably intermingled.

NOTE: OMB Circular A-21 - This Office of Budget and Management Circular establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.