



May 31, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM 13-12

TO: University Administrators and Chancellors

FROM: Yaa-Yin Fong *Y. Fong*
Director, Office of Research Services

SUBJECT: Revised Administrative Procedure A8.948 "Effort Reporting"

Transmitted herewith is the revised Administrative Procedure A8.948.

The following revisions were made:

- Title has been revised from "Documentation Requirements for Personnel Costs Charged Directly to Federally Sponsored Agreements" to "Effort Reporting"
- Guidelines have been updated to reflect the current process of generating Effort Reports through the University's official payroll accounting system. The key changes are noted below:
 - Effort Reports are created annually from the University's official payroll accounting system.
 - Effort Reports shall be certified in accordance with the deadline established by the Office of Research Services.
 - The fully approved Effort Report serves as the permanent record detailing the distribution of effort for an employee for a given period.
- Additional responsibilities have been documented as follows:
 - Principal Investigator (PI) ensures that labor charges are never allocated to federally sponsored programs to: (1) cover deficiencies caused by project overruns; (2) avoid restrictions imposed by law or provisions of the sponsored agreement; or (3) for other reasons of convenience.
 - Fiscal Administrator (FA) is responsible for reconciling payroll on a regular and timely basis based upon information provided by the PI and ensuring that documentation on file agrees with the Effort Report.
- Procedures have been updated to reflect the current process of generating Effort Reports through the University's official payroll accounting system.

Any questions concerning these procedures should be directed to the Office of Research Services at 956-7800.