

Policy on Project Director Responsibility for Effort Certification for Graduate Students Receiving Salary and Lump Sum Payments

Effective immediately, in accordance with federal regulations and auditor recommendations, Project Directors are to certify the effort of graduate students receiving salary or lump sum payments for work on their projects. Each Project Director is responsible for monitoring the effort of their applicable employees and ensuring that actual effort levels are consistent with those for which employees are compensated.

Enclosed is an acknowledgement statement regarding this policy and the Effort Certification Form for the students. Both of these forms must be completed and accompany the student's PCF or Fellowship Agreement (the PCFs or agreements will not be processed without these attached forms). The Office of Grants and Sponsored Research (OGSR) will send the effort certification form back to the Project Director near the end of each semester. The Project Director will review, make any necessary changes to, sign and return the document to the OGSR.

Note: Failure to process effort certification forms in a timely manner may result in suspension of access to grant and overhead funding. Any questions regarding this or other sponsored programs policy can be directed to Jared Littman at littmanj@stjohns.edu.

Statement Acknowledging Effort Certification Responsibility

I am responsible for monitoring the effort of the employee(s) listed below and ensuring that actual effort levels are consistent with those for which the employee(s) is(are) compensated. Upon receipt of effort certification reports from the Office of Grants and Sponsored Research (OGSR), I will review, make any necessary changes to, sign and return the document to the OGSR. I understand that failure to process effort certification forms in a timely manner may result in suspension of access to grant and overhead funding or other disciplinary action.

Last Name	First Name	X Number	Fund Number (s)

Project Director Name:

Signature

Date

St. John's University
Time and Effort Reporting Form
 (rev. 2/27/08)

Sponsored grants, contracts and subcontracts require routine time and effort reporting. Each faculty member or professional staff employee working on a sponsored project must complete this Time and Effort Reporting Form each semester. *(Detailed instructions are attached.)*

Name	X Number
Project Director	Reporting Semester

Actual effort for the semester must be completed at the end of the semester and the total effort must equal 100%.

Sponsored Research **Actual Effort (%age)**
Externally Funded Activities
(percentages should reflect total effort expended and paid by the grant)

<u>Fund #</u>	<u>Grant Title</u>	<u>Actual Effort (%age)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Externally Funded Activities – Cost Sharing/In-Kind **Actual Effort (%age)**
(percentages should reflect time contributed as an in-kind match or cost sharing to the project)

<u>Fund #</u>	<u>Grant Title</u>	<u>Actual Effort (%age)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total All Activities: 100 %

I certify that the information provided above is correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

End of Semester - Actual Effort

Project Director

Director of Grants and Sponsored Research

Grants Manager