



UNIVERSITY OF CONNECTICUT

Office of the Vice President for Research

Effort Reporting

REASON FOR POLICY

This policy documents the University's compliance with the Office of Management and Budget (OMB) Uniform Guidance 2 CFR 200.430(i) which sets standards for documentation of personnel expenses charge to federally sponsored projects and provides guidance for documenting all personnel expenses charged directly to a sponsored project account or to an institutional account used to track cost shared or matched effort to fulfill a commitment to a sponsoring agency.

APPLIES TO

All faculty, staff, students and others participating in sponsored programs.

DEFINITIONS

Principal Investigator (PI), Co-Principal Investigator (Co-PI): The Individual(s) deemed responsible for the conduct, direction and administration of a specific sponsored project.

POLICY STATEMENT

Effort Reporting is a University process designed to meet regulatory requirements for maintaining records that accurately reflect the work (effort) performed on sponsored agreements.

Under these standards, records must:

- a. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- b. Be incorporated into the official records of the University;
- c. Reasonably reflect the total activity for which the employee is compensated by the University, not to exceed 100% of compensated activities;
- d. Encompass both federally assisted, and all other activities as compensated by the University;
- e. Support the distribution of the employee's salary or wages among each specific activity or cost objective that the employee works.

Effort reports are to be reviewed by the individual named on the report, the Principal Investigator (PI)/Designee, the Co-Principal Investigator (Co-PI), or another responsible official. The individual, PI, Co-PI, or responsible official shall have reasonable means to confirm that the effort entered on the report reasonably reflects the activities for which they are compensated.

Effort reports shall be prepared periodically within the year as per the Effort Reporting Procedures.

CONTACT

For additional information on this procedure, please contact: SPS@uconn.edu

RELATED

- UConn Storrs Effort Reporting Website: <https://ovpr.uconn.edu/services/sps/awards/effort-reporting/>

HISTORY

Policy created in current format and approved by the Vice President for Research, Sponsored Program Services on 3/19/18 to better document existing practices and requirements.

Revised: Minor revision on 3/15/18 to update hyperlink

Minor revisions on 4/6/18 for publication

Various dates in other formats

This Policy is approved by the Vice President for Research