



Definition of Effort Reporting

Effort is an employee's total activity within his or her college appointment and includes all research, teaching, and administrative duties. Effort is comprised of a percentage of all the elements for which an employee is compensated by Salisbury University (SU). Effort is expressed in percentage terms that must equal 100%. It is not based on a 40-hour week or a full time equivalent (FTE). Effort reporting is the documentation of that effort by the employee and the subsequent certification of that effort by written signature from that employee or a person having direct knowledge of the work.

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Salisbury Policy

It is the policy of Salisbury University to comply with all applicable federal guidelines. The distribution of salaries and wages of professorial and professional staff applicable to Federally sponsored agreements shall be based on budgeted, planned, or assigned work activity and updated to reflect any significant

Compensation Certification Procedure

All faculty and staff at Salisbury University (SU) whose salary charge in whole or in part is supported by federally sponsored external funding, must complete and submit effort certification reports. This includes individuals paid directly from any federally sponsored project or individuals paid directly from any other SU funds and who provide some effort on sponsored projects for which the effort is re-distributed to a federally sponsored project and/or accounted for as cost-share.

Compensation certification reports will be distributed on an annual basis. The reporting period will be from July 1 to June 30 to coincide with Salisbury University's fiscal year.

1. Compensation certification reports are distributed by the Office of Sponsored Programs (OSP). The report will detail the university accounting for which each employee has been paid on a federally sponsored project.
2. The report must be certified by an individual who has first-hand knowledge of the employee's total effort. If at all possible, the named employee will complete and certify the effort report. If the individual is not available, the departmental chairperson, the principal investigator, the dean, or another responsible person having direct knowledge of the employee's effort will certify the report. (Note: **per signatures or rubber stamps signatures will not be accepted**).
3. Time sheets for student employees supported on federal sponsored projects will serve as the certification.
4. The signed and completed Compensation Certification must be returned to the Office of Sponsored Programs (OSP) within 60 days of receipt.