

ORS Procedure 08.001

Area: Time and Effort Certification

Authority: Associate Dean of Research

History: Placed into effect January 2008, revised December, 2011

Responsible Office: Office of Sponsored Programs

Effort certification is a requirement of the university accepting federal awards. Compliance regulations that govern the acceptance of federal money require the university to certify effort. These certifications must be completed via UNCW website, MySeaport and, if needed, a hard copy returned within thirty days of the end of the period being certified, at UNCW the academic semester.

1. UNCW will do Effort reporting on a semester and summer basis (3 times a year). This complies with White House Office of Management and Budget Circular A-21's requirement that effort reporting be done at least every six months.
2. All exempt SPA, EPA non faculty, faculty, and graduate students not completing a timesheet reflecting hours worked and who earned at least \$500 from a grant will be required to complete Effort certificates.
3. Effort certifications will reflect 100% of the employee's effort, including state time, cost-sharing, and effort paid for from a grant. This will be required of all persons employed or committing cost shared effort from grants.
4. Those employees covered will be identified through MySeaport via the Effort Certification tab. These amounts reflect completed HR documents and expenditures posted in Banner. HR documents are approved based upon granting agency approved budget.
5. Effort certificates will become available within 30 days of the end of each period (January, May and September). An email will be sent to individuals required to certify. In the case of an employee working multiple grants/contracts, it will be required that each PI certify effort involving their grant. Faculty, non faculty EPA and SPA employees will certify their own effort. Graduate Student effort must be certified by the PI. Immediate supervisor can review Effort Certifications for those individuals in their routing queue on Banner Effort, however there is no need for second certification.
6. Effort certificates are required to be certified within 30 days. When a certification is not completed within the 30 day period, a first notice will be emailed to the responsible PI and copied to the department chair and Associate Dean of Research.
7. If the certification is still not approved via MySeaport at the end of 45 days, the grant fund(s) applicable to that employee will be frozen by the University. At that time, any current HR actions will be moved to a state or trust fund designated by the Associate Dean of Research.