

## **UNIVERSITY OF NEW HAMPSHIRE**

### **PROCEDURES FOR EFFORT CERTIFICATION FOR SPONSORED PROGRAMS**

#### **DEFINITIONS**

1. Personnel Activity Report (PAR): The form used by UNH for purposes of effort certification.
2. Effort Certification Administrator (ECA): Office of Sponsored Research (OSR) staff member responsible for preparation, distribution, collection, review, and retention of PARs.
3. Effort Certification Coordinator (ECC): Staff member designated by a UNH Responsibility Center (RC) unit head, as responsible for distribution and collection of PARs within his/her respective RC unit.

#### **PREPARATION/DISTRIBUTION OF REPORTS**

1. Within 60 days of the end of each reporting period, PARs are produced, printed, sorted, and distributed by the ECA to the appropriate ECC. Although it is normally expected that PARs are certified by the Project Directors (PD), PARs may, at the discretion of the RC unit head, be certified by another faculty or staff member, or RC ECC having sufficient knowledge of the work performed.

#### **CERTIFICATION PROCESS AND RETURN OF PARS**

1. Upon receipt of the PAR, the certifier reviews the report and uses suitable means of verification that the work associated with the reported effort was performed, and that salaries and wages charged to the sponsored agreements referenced are reasonable in relation to the work performed. Any discrepancies between reported and actual effort should be noted on the PAR in the spaces provided for that purpose.
2. Completed PARs are returned to the attention of the OSR ECA not later than 60 days after distribution.

#### **OSR REVIEW OF PARS**

1. The ECA maintains a log of submitted and outstanding PARs by college/school/institute.
2. The ECA or his/her designee reviews submitted PARs for completeness and identifies any variances between reported and certified effort. In any case where certified effort is noted to be less than reported effort (per labor distribution) by an amount of 5% or more, a labor distribution change transaction is required to reflect the certified percentage of effort. The ECA coordinates with the responsible RC unit ECC to see that appropriate labor distribution changes are made in the USNH financial accounting system.

#### **STATUS REPORTING/NOTICE OF DELINQUENCY**

1. The ECA provides the OSR Manager of Sponsored Programs Accounting and Compliance (MSPAC) a summary of reports submitted and delinquent by college/school/institute on a quarterly basis.

2. As necessary, the MSPAC provides quarterly notices to deans/directors of delinquent PARs. These notices list the names of the faculty/staff members.

#### RETENTION

1. OSR retains original PARs, or sponsor-approved electronic copies thereof, for a period consistent with sponsor retention requirements.