Effort Certification Frequently Asked Questions

Who is required to certify or have certified for them an annual effort report?

All UNH employees receiving compensation paid from an externally sponsored program (whether federally sourced or not) who are faculty, administrators, staff (PAT), extension educators, or graduate students are required to complete or have completed for them an annual effort certification.

Who should certify the effort report?

Each UNH employee must certify his/her effort report or a principal investigator, fund manager, or other responsible official may certify effort using suitable means of verification that the work was performed and reasonable in relation to the average percentage allocation of compensation.

How often do I receive an effort report for certification?

Annually, in September, each UNH employee (or other responsible person with specific knowledge of the employee’s effort) must certify his/her total university effort if all or part of the related compensation was funded by UNH Sponsored Programs.

How is my effort preparing my next grant proposal funded?

Effort in preparing competitive proposals should be allocated to unrestricted general funds or PI help fund accounts.

What activities can usually be charged to my sponsored project?

The following activities can be charged to grants:

- Directing and conducting project activities
- Writing a project report or continuation proposal
- Consulting and collaborating with colleagues on project activities
- Presenting project research outcomes at a professional meeting
- Maintaining current professional knowledge related to the project
- Mentoring graduate students on the project activities
- Managing intellectual property rights related to the project

What activities cannot be allocated to my sponsored project?

The following activities cannot be allocated to sponsored projects:

- Writing a proposal, except for non-competitive continuations or progress reports
- Administrative service as a department chair or dean
What is the maximum percentage of regular pay that may be paid from sponsored programs?

An employee's pay may not be charged directly to an externally-Sponsored Program for activities that are not identified in that specific program. Pay for administration, instruction, service, clinical activity, institutional governance, and new or competitive proposal preparation must not be charged directly to externally-Sponsored Programs unless the activities are specifically approved activities of those Sponsored Programs. With the proviso that unrelated and unallowable activities may not be charged, a maximum of 95% of a UNH employee's Regular Pay during each fiscal year may be charged to Sponsored Programs. With written approval from the UNH Senior Vice Provost for Research (SVPR), exceptions can be made up to 100% if the employee is working exclusively on the Sponsored Program(s).

What if my effort report is incorrect?

When any of the percentages on the effort report are incorrect by 5% or more, you should promptly discuss the changes needed with the Principal Investigator, if you are not the Principal Investigator, and with your Business Service Center. You should only certify once the effort allocations have been corrected.

Why are there two different links in WISE?

**Effort Certification for Self Certifiers** is the correct entry into the system for anyone who is certifying only for themselves and is not a PI or fund manager. If you are a PI or fund manager and try to enter through this option you will receive a message asking you to go back to the menu and enter through the option **Effort Certification for PIs and Fund Managers**.

**Effort Certification for PIs and Fund Managers** is the correct entry into the system to certify for yourself and for others. You should have a Banner account and administrator rights in the system.

Please contact the Sponsored Programs Administration office – [Gretchen Losee](mailto:Gretchen.Loosee@unh.edu) or [David Browning](mailto:David.Browning@unh.edu) – if you have additional questions.

What is the Connect VPN (Pulse) and why do I need it?

The Connect VPN (Pulse, available at connect.vpn.unh.edu) is required for you to certify effort for anyone other than yourself. If you are a PI or fund manager, you will also need to log into the
VPN to certify your own effort. Note that UNH policy requires you to have specific knowledge and suitable means of verification to certify effort for anyone other than yourself. For additional information please go to connect.vpn.unh.edu or contact the IT Service Desk at 862-4242.

I don't see anything in the "Certify My Effort" area.

If you are a PI or fund manager with grants that paid others but received no pay from the grants yourself, there will be nothing to certify in the “Certify My Effort” screen. However, you may need to certify the effort of others paid on your grants if not already certified by the employee themselves or another PI.

I don't see a "Certify" button. What should I do?

After an effort report is certified and locked, the “Certify” button is removed. Also, whenever the Business Service Center has started a labor redistribution, that employee’s or graduate student’s report will not be available for certification, so the “Certify” button is not available.

Why did I receive an email about effort certification from Banner Finance with no text in the body of the email?

The email was sent in an HTML format which is not supported by all email clients. The email will be resent shortly in a more user-friendly format to those who have yet to certify. If you received the email, it means you have not certified your effort. Self-certifiers can get started with the certification quick guide here; PIs and other alternates may access the quick guide here.

Why am I receiving notifications to complete effort certifications after I have already completed my own effort certification?

If you are an alternate certifier for someone else, e.g. a graduate student, then you will receive notices until everyone for whom you serve as an alternate has certified. It is important that everyone paid from your sponsored project funds complete the certification themselves, or that you certify for them.