Where can I find the policy on Proposing, Managing, and Certifying Effort for Employees Engaged in Externally Sponsored Programs?


Where can I find the Effort Reporting Certification and Policy Training?

http://www.unh.edu/research/effort-reporting-and-certification-policy-training

What is Effort Reporting Certification and Policy Training? And who is required to take it?

Completion of Effort Reporting Certification and Policy training is required for all individuals with any salary paid from sponsored programs who are:

• Faculty,
• Operating Staff (OS)
• Professional, Administrative and Technical Staff (PAT)
• Extension Educators (EE)
• Academic Administrators (AA)
• Principal Administrators (PA)

How often is training required?

Each UNH employee, except for students and non-permanent employees receiving a one-time payment, must complete UNH’s Required Effort Reporting and Certification Training at least every 3 years.

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 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. Graduate students cannot certify for themselves; their effort must be certified by the PI(s) for whom they worked, or another person with first-hand knowledge of the effort performed.

**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.

**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
- Instruction, including office hours and mentoring graduate students on something other than a specific research project
- Serving on an IRB, IACUC, or similar committee
- Fundraising and lobbying
- Serving as the primary editor of a journal
- Peer review of manuscripts
- Advisory activities for sponsor

**What is the maximum percentage of regular pay that may be paid from sponsored programs?**

With the proviso that unrelated and unallowable activities may not be charged, a maximum of 95% of a UNH fiscal year faculty or full-time staff's Regular Pay during each fiscal year may be charged to Sponsored Programs. Some fiscal year full-time staff members in certain classifications (e.g., research scientists and research technicians) are expected to devote 100% time to Sponsored Programs; these positions are given categorical approval by the SVPR to charge 100% of their pay to Sponsored Programs. Otherwise, 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.

**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. Contact your BSC with any salary distribution questions.

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

If you are a grad student certifier or an alternate certifier 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.