

Responsibility for Accurate Reporting A-21 Effort Reports

Sponsored Programs Office will distribute via the academic unit a formal Effort Report to the individual named in the report

The Academic Unit (departmental administration) will receive a report for each of the individuals in their department who have responsibility to complete a formal Effort Report and distribute the report to those appropriate individual.

The Individual, by signing the reports, ensures the appropriateness of all effort expended on each sponsored project is accurately reported based upon the percentage of effort expended on each sponsored project and returns the signed report to departmental administration
Upon returning the report, the individual must inform departmental administration of any necessary Payroll Correcting Entries or changes they made to the report.

A-21 Report Returned to Academic Unit
Academic Unit is responsible for the following

Report is Correct no changes
Return to ORS to file

Yes
Report incorrect

If the change is older than 60 days, Dept/Univ is in violation of University Rules "BUS POL PROC MAN Finance and accounting section 213"

If change is less than 60 days from original posting date a Payroll Correcting Entry is made in the system

Dept. must complete Expense Transfer request, obtain all necessary signatures, and submit to ORS

Return to ORS to file

Department is responsible for any overrun of costs

Can the final financial report/bill be revised?
May not get additional money.
May have to return money.

Return to ORS to file

If the payroll change effects the final financial report/invoice, Dept must notify ORS accounting

No

ORS will review requests and make PCEs if the request is approved. ORS will notify your Dept. if a recertification of the EVR is required.

Accounting Revises Report

Revise EVR to reflect change

Yes