

# Research Protections Program

## UMKC Guideline to Effort Reports

(A-21's)

### Responsibility for Accurate Reporting

To ensure the effort reporting system reasonably reflects actual effort expended in the various categories during the report period, whoever completes the Effort Report form must be a responsible person who knows how the work in question was actually performed.

The Effort Report form requires the signature of the person who has completed the form, certifying that this report represents a reasonable estimate of the university compensated effort for the period. It is incumbent on this individual to ensure that the representations of effort contained in the Effort Report form are accurate. Careful review is especially important when someone completes the form other than the individual whose effort is reported on the form. In such cases, it is advisable to review the completed form with the individual before submitting it.

Although the rules applicable to effort reporting do not require that the forms be completed or signed by the individual whose effort is reported, this does not mean faculty members need not be concerned about the accuracy of the reports. Any individual who has reason to believe that his or her effort is not being accurately reported has an obligation to bring the matter to the attention of their departmental personnel responsible for completing the Effort Report forms or to the departmental personnel responsible for salary reallocations or to the Office of Research Services.

### Reviewing and Changing Effort Percentages

The Effort Reporting system prints the percentage of an individual's salary expense distributed to each sponsored project for each reporting period.

This is intended as a guide for completing the report. A misperception among some faculty and staff is that the person who completes the form may not change the printed effort percentages on the Effort Report. This is not the case, one of the purposes of the Effort Report process is to determine whether the printed percentages are correct and capture any necessary changes to the percentages to provide a reasonable estimate of actual effort. In other words, changing the printed percentages when they do not reflect actual effort expended is not only permitted but is required.

A change to the printed percentage is easy done by simply crossing out the printed percentage and writing in the correct percentage. Since the printed percentages reflect actual salary charges to sponsored projects, it will be necessary to do a salary reallocation to correct the distribution of salary to the affected projects. Once an Effort Report has been signed and returned to the [Office of Research Services](#), no further adjustments to that individual's Effort Report, for the specified period is allowed.

(UMKC Information)