POLICY

Effective Date: September 25, 2012
Approved By: President Bruce Shepard
Authority: OMB Circular A-21 (2 CFR Part 220)

See Also: PRO-U4520.05A Certifying Effort For Federally-Sponsored Agreements

POL-U4520.05 CERTIFYING EFFORT FOR FEDERALLY-SPONSORED AGREEMENTS

This policy applies to faculty and staff involved with federally-sponsored agreements.

Definitions:

Federally-Sponsored Agreements: Grants, contracts, cooperative agreements with federal agencies, and flow-through sub-agreements. However, this excludes agreements made through federal financial aid programs.

1. The University Adheres to Federal Cost Principles for Educational Institutions.

Principles for determining costs applicable to federally-sponsored agreements are published in the Office of Management and Budget Circular A-21, (2 CFR Part 220) and can be accessed at:

2. Principal Investigator (PI) or Employee Is Responsible for Certifying Effort.

Principal Investigator determines staff salaries and wages to be charged to the federally-sponsored agreement.

3. Office of Research and Sponsored Programs (RSP) Is Responsible for Managing Effort Certification and Maintaining Records of Effort for Federally-Sponsored Agreements.

RSP must review and approve salaries and wages charged to federally-sponsored agreements are reasonable in relation to the actual work performed.
4. **Certification of Effort Must Be Done In A Timely Manner.**

PI shall complete certification within 74 days of original notification. Failure to do so shall result in RSP transferring uncertified salary and fringe benefits to a budget of the unit to which the Principal Investigator or employee is assigned.