Valdosta State University

**CERTIFICATION OF EFFORT ON SPONSORED PROJECT(S)**

**Fall \_\_ Spring \_\_ Summer\_\_**

**Report Period: Month, Day, Year – Month, Day, Year**

**Employee Name:** **Insert Employee Name**

**Department/College: Insert Department and College**

Federal regulations require Valdosta State University to maintain an effort certification system to ensure that salaries paid by, and cost-shared salaries committed on, sponsored projects reasonably reflect the level of effort expended on project activities. This requirement applies to full- and part-time faculty, professional/administrative staff, and graduate assistants (i.e., salaried individuals). VSU uses an “after the fact” certification process that is based on salary distribution. The proportion of the employee’s regular salary charged directly to the sponsored project or committed as cost-share is calculated as a percentage of the total regular salary. The employee is asked to certify that the calculated effort distribution is a reasonable representation of the actual distribution of his/her regularly compensated effort during the reporting period. (**Note:** Only the employee’s regular compensation for his/her normal workload/assignment is considered. Extra compensation, including overload pay, for incidental effort in addition to the employee’s normal workload/assignment is not considered in effort reporting.) If the employee is unavailable to certify his/her effort, another individual with first-hand knowledge of the employee’s work (usually the Principal Investigator/Project Director) may certify the effort. See the Effort Certification [FAQs](http://www.valdosta.edu/ospra/documents/EffortReportingFAQSUpdated2-10-11.pdf) for additional information about VSU’s effort certification requirements.

Note that 100% effort does not necessarily equate to a 40-hour work week. An employee may work only 30 hours a week; that 30 hours represents 100% of his/her effort for that week. On the other hand, an employee may work 60 hours a week; the 60 hours constitutes 100% effort for that week. As you review the percentages below, please consider all activity related to your normal, regularly compensated workload/assignment and to the sponsored project to determine if the calculated effort distribution is a reasonable representation of the distribution of your actual effort during the reporting period. “Reasonable” is defined as no more than a ­+5% variance in actual effort from the calculated effort percent presented. If the calculated distribution presented below is not a reasonable representation of your actual effort during the reporting period (i.e., one or more categories reported vary by more than +5%), **please indicate in the “CORRECTED” line your actual percentage distribution of effort.** Please be sure the total is still 100%.

Sign and return a hard copy of this form to OSPRA via campus mail or append your digital signature to the form using an Adobe Digital ID ([click here for instructions](http://www.valdosta.edu/ospra/documents/HowToSetupAdobeDigitalSignature.pdf)) and return the form via email to [llackey@valdosta.edu](mailto:llackey@valdosta.edu).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project #** | **Short Title** | **PI/PD** | **% Effort** | **CALCULATED** | **CORRECTED** |
| **511035** | **V-STATE CAMP** | **GERBER** | **Compensated by Sponsored Project:** | **100%** | **%** |
|  |  |  | **Compensated by Sponsored Project:** | **%** | **%** |
|  |  |  | **Compensated by Sponsored Project:** | **%** |  |
|  |  |  | **Cost Share for Sponsored Project:** | **%** |  |
|  |  |  | **Departmental/Other Activity:** | **%** | % |
|  |  |  | **TOTAL:** | **100%** | **100%** |

**EFFORT CERTIFICATION: I certify that the above is a reasonable representation of my regularly compensated effort expended during the reporting period.**

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**Employee Signature\* Date Alternate Certification by PI/PD or Other Date**

**Thank you for responding by INSERT DATE HERE.**