



UNIVERSITY of WISCONSIN  
**GREEN BAY**

## **Guidelines on Effort, Commitments, and Effort Certification**

Date: 9/14/2017

### **Background:**

As a recipient of federal awards for sponsored projects, the University of Wisconsin-Green Bay (UWGB) carries the responsibility of assuring that the University and its employees fulfill the effort and commitments necessary to produce high quality research and associated deliverables. Related policies can be found within Uniform Guidance 2CFR200. This document, and included policy, is intended to provide clarity to faculty and staff regarding their, and UW-Green Bay's, responsibilities when preparing proposals and verifying effort on award projects.

During the life cycle of a sponsored project, effort considerations are important when:

- establishing faculty and staff appointments and responsibilities,
- proposing necessary effort in an application for a sponsored project,
- establishing effort commitments upon project awarding,
- charging salary, documenting cost sharing, and expending effort during the project,
- monitoring progress toward the fulfillment of effort commitments for a project,
- managing an individual's total commitments across all projects, and
- certifying that salary charges are reasonable in relation to the work performed, and that commitments to sponsors have been met.

### **Office of Grants and Research Policy on Effort, Commitments, and Effort Certification:**

It is the policy of the University of Wisconsin-Green Bay that all researchers engaged in sponsored projects comply with the sponsoring agency regulations regarding the proposing, charging, and reporting of effort.

Generally, faculty cannot commit 100% of their effort on sponsored projects, as time must be reserved for other UW-Green Bay duties. There is no limit on the amount of effort that academic staff can devote to sponsored projects. However, allocations of effort to sponsored projects must be reasonable given the individual's non-sponsored University activities.

Effort must be certified for all individuals who receive salary support from a sponsored project, or who expend committed effort on a sponsored project without receiving salary support from the sponsor. Principal investigators certify their effort, and the effort of the graduate students, postdoctoral trainees, and non-PI university staff who work on their projects. Effort must be certified in a timely manner.

The effort devoted to a sponsored project should be consistent with the plan proposed to the sponsoring agency and agreed to at the time of the award. With few exceptions, PI's must devote at least a one percent commitment to each sponsored project. All principal investigators, faculty, and academic staff involved in proposing, executing, directing, or managing sponsored projects are responsible for:

- completing the required professional development programs related to effort reporting,
- understanding the fundamentals of effort and commitment management and effort certification, and
- proposing, expending, and managing effort in accordance with all applicable sponsor policies and UWGB procedures.

Greater detail regarding effort reporting for sponsored projects can be found in UW-Green Bay's "Guidelines for Effort Reporting in Sponsored Projects" document available through the UW-Green Bay Office of Grants and Research.

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