

# Completing and Certifying Actual Effort – Helpful Hints and Tips



## The Rockefeller University Electronic Effort Certification System

Name: <b>Smith, John</b>	Job: <b>Professor Head of Laboratory</b>
Employee # <b>111</b>	Lab: <b>111240 Smith Laboratory</b>

Please review and enter the Actual Effort % and click on **Certify Effort Report** button to electronically sign the Effort Certification Report. Please use **Save Effort** button to permanently save your work in progress.  
Please contact [Dion Brown](#) at 7976, if you have any questions.

Effort Details for the Period: <b>January 01, 2012 through June 30, 2012</b>					
Award Number	Award Description	Committed Effort %	Payroll Distribution(LD)%	NIH Cap	Actual Effort %
<b>Sponsored Project Activities</b>					
CCL3001701	PHS GM011822-10	17	0		17
CCL3001854	PHS GM057472-05	20	23		23
CCL3002270	PHS GM094915-02	1	0		0
CCN3600038	W81XYZ-10-2-0018	20	20		20
CCN3700342	MSKCC - YR 3	6	3		6
CCN3700343	MSKCC - YR 4	11	0	*	11
<b>Total Sponsored Project Activities</b>		<b>75</b>	<b>45</b>		<b>77</b>
<b>Rockefeller Project Activities</b>					
F121111240	DR SMITH	25	55		23
	Instruction & Dept Research	0	0		13
	Laboratory Administration	0	0		10
<b>Other Activities (Describe)</b>					
		0	0		0
		0	0		0
<b>Total Rockefeller Project Activities</b>		<b>25</b>	<b>55</b>		<b>23</b>
<b>TOTALS</b>		<b>100</b>	<b>100</b>		<b>100</b>

Note: If an asterisk (\*) appears next to a specific payroll distribution %, this indicates the current NIH salary cap adjustment.

☒ By selecting "Certify Effort Report", I certify that I have suitable means of verifying that the compensation paid and the effort expended during the period shown above are reasonable in relation to actual work performed.

Certify Effort Report

Save Effort

Cancel

**Committed Effort %** -  
During the grant proposal stage, you mentioned to the sponsor an amount or percentage of time that you agreed to work on the project.

**Rockefeller Project Activities** – So-called “residual uncommitted effort” is part of the accounting for 100% of your University time. Residual uncommitted effort should be distributed among the applicable subcategories (shown right).

**Must check box before clicking “Certify Effort Report”**

**Payroll Distribution (LD) %** -  
The percentage of your salary charged against a specific sponsored project or against University funds.

**Enter Actual Effort % (s) = 100%**

**HOLs must devote a min. of 5% towards Lab Admin duties**