

## Roles and Responsibilities

### Principal Investigator/Faculty

- Responsible for understanding the principles of accurate effort reporting.
- Must be aware of the level of effort committed to a sponsor in relation to all other professional activities included in total effort.
- When appropriate, request sponsor approval for reductions in effort greater than 25% via SR-PD.
- Identify situations where the salary representing the effort devoted to an award is more than the actual percent of effort devoted to the award.
- Change the effort report when inaccuracies exist.
- Must certify his/her own form and should certify effort reports of others working on his/her awards.
- Complete the effort report within the specified timeframe stated in the email notification.

### Heads of Laboratory/Laboratory Administration

- Ensure that sponsor imposed salary caps are calculated and appropriate salaries are recorded properly.
- Assist covered individuals with the completion of effort reports through workshops, one-on-one training, etc.
- Make any necessary adjustments in labor distribution in accordance with RU's cost transfer policy.
- Ensure that effort reports are completed, certified and submitted in accordance with RU's effort certification email and instruction.
- Retain supporting documentation related to the salary and effort distributions.

### Research Administration

- Develop effort reporting policies and procedures in accordance with OMB Uniform Guidance.
- Record and store personnel effort commitments upon award establishment.
- Periodically generate the committed effort exception report to identify any individual with greater than 100%.
- Resolve any individual's effort commitment greater than 100% via SR-PD.
- Approve requested salary allocations in accordance with sponsor imposed salary caps and effort commitment requirements.
- Generate and review the semi-annual effort certification reports for accuracy and completeness.

- Provide effort certification training to HOLs/PIs/Lab Admins through workshops, one-on-one training, etc.
- Generate effort certification reports via email notification to the community.
- Monitor the effort reporting process.
- Assist with questions regarding effort reporting principles and/or process.
- Review effort reports for compliance with RU policy.
- Record certified actual effort percentages and calculate cost sharing for HOLs and other qualified individuals.
- Retain original effort reports.