



VCU

What should I know about Effort Reporting?

1. **Effort** – The proportion of time spent on any professional activity and expressed as a percentage of total time.
2. Total effort **always** equals 100%
3. **Faculty** who expend effort **on a sponsored project** or towards **clinical activities** must certify their effort.
4. Effort **must** be certified by someone with direct knowledge of the actual **work performed**.
5. Principal Investigators (PIs) with support staff (non-faculty) on sponsored projects, are **required to certify project statements** at the index level.
6. Effort is not based on a 40-hour work week, it is the total amount of time an employee devoted to fulfill his/her VCU responsibilities. This includes working on research outside of normal business hours.
7. Effort certification should be based on a reasonable estimate of work performed (**+/- 5%**).
8. Labor cost transfers (PHAREDS) processed within 90 days from the date of the month end Banner report in which charges first appear do not require pre-approval. However, post-90 day cost transfers must first receive approval by the Director and/or Associate Director of Grants & Contracts Accounting before being processed in Banner.
9. Writing a proposal, and serving on an IRB, IACUC or departmental research committee cannot be charged as effort to a sponsored project.

Note: For any other questions or inquiries please contact effortreport@vcu.edu