

THE UNIVERSITY OF NEW MEXICO

Effort Certifications

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WHY EFFORT CERTIFICATIONS

First, effort reporting is a federal requirement. To receive federal funding, institutions must maintain an accurate system for reporting the percentage of time (i.e., effort) that faculty and other exempt employees devote to federally sponsored projects (see [OMB Circular A-21](#), *Cost Principles for Educational Institutions - Compensation for Personal Services*).

In addition, federal and state agencies, private foundations, organizations, and industry provide significant funding to enable the University to conduct research, public service, and training projects. The University effort reporting system provides the principal means for certifying that the salaries and wages charged to sponsored projects are consistent with the effort committed. All faculty and other exempt employees involved in certifying effort must understand that severe penalties and funding disallowances could result from inaccurate, incomplete, or untimely effort reporting.

The University of New Mexico distributes semi-annual effort certifications to track the effort the faculty and other exempt employees who have been paid from and/or committed to sponsored project effort. Each University department has the primary responsibility to ensure compliance. If effort is not properly certified, salary charges must be removed from the sponsored project.

OMB Circular A-110 requires grantees to obtain the sponsoring agency's approval in writing if the PI or key personnel specifically named in the Notice of Grant Award (NGA) will:

- Withdraw from the project entirely;
- Be absent from the project during any continuous period of 3 months or more; or
- Reduce time devoted to the project, by 25 percent or more, from the level approved at the time of award.

This rule applies to all federal grants unless waived in writing by the sponsor. The sponsoring agency must approve any alternative arrangement proposed by the grantee, including any replacement of the PI or key personnel named in the NGA. The effort commitment approved by the sponsor at the time the award is issued is considered the threshold against which reductions of 25% or more need to be requested and approved by the sponsoring agency. In order to be in compliance, the PI should compare the original commitment in the award document against actual grant effort on the Effort Certification form.

HOW UNM HANDLES EFFORT CERTIFICATIONS

Effort Certifications, which only relate to sponsored projects, are printed twice a year. They are printed for the period from January 1st through June 30th, and again for July 1st through December 31st. These reports are sent to the responsible departments for certification, with a

column. The adjusted earnings is shown in the "Period Earnings" column, And is what the PI is certifying are the correct earnings for this employee for this six month period. The percent of effort in the next column is the adjusted earnings ("Period Earnings" column) divided by the total earnings("Period Earnings" total). This will add up to 100% for the period.

IF THE EMPLOYEE ONLY WORKED ON THE GRANT PART OF THE PERIOD

If the employee worked 25% of the time on this grant, but stopped working on the grant after the first month, you will not see "25%" in the percent of effort column. A full time employee that worked 25% for one of six months on an index(grant), worked 25% of 1/6 of the time period, or .25 x .167 which is 4.17% of the period. Your grant's PI's may ask why the effort percent is not showing 25 percent, since that is the percent of their time they devoted to the grant when the worked on the grant. You can explain to them that this certification is for the entire period, not just the months they worked on the grant.

Here is how to calculate the correct Percent of Effort:

% Time Working on Grant	Percent of Period worked	Percent Effort Calculation
A	B	C [equals A x B]
25%	1 of 6 months or 1/6 or .167	.25 x .167 =.0417 or 4.17%

BIWEEKLY EMPLOYEES

Employees that fill out time cards are not on effort certifications. The PI should not add them to the effort certification or refer to them on the effort certification. If there is an error in a biweekly employee, it is handled via a well documented labor redistribution (PZAREDS) in Banner.

PRIOR PERIOD ADJUSTMENTS

If errors were found and corrected during the reporting period (January through June 2008 in the above example) for PRIOR periods, these corrections are reflected in the prior period adjustment column. The PI is certifying that these adjustments to prior periods are correct when they sign the effort certificate.

Since the department is now doing the labor redistributions, the department will have the documentation to show the PI what was done, and why. Always include a thorough explanation explaining the labor redistribution in your item text when you make a labor redistribution in Banner. This explanation will then be available in your records to refresh your

memory and the PIs as to why the prior period labor redistribution was needed. If effort certifications are carefully reviewed every six months, prior period adjustments will be rare.

CURRENT PERIOD ADJUSTMENTS

If you noticed in August that a July posting was incorrect and corrected it, you will have a current period adjustment.

This adjustment will show on your effort cert in the current period adjustment column and be correctly shown in your Period Earnings and Percent of effort column.

This is how you want adjustments to occur; in the current period.

THE FUND ENDED DURING THE REPORTING PERIOD

Some grants continue, but require new funds and indices each year. The new index frequently begins during an effort certification period, not at the beginning of the effort certification period. This can be confusing to your PI.

If the old index period ended during the period, even if it was active for only a few days during the period, the PI will need to sign the effort certification, certifying that the percent of effort for those few days is correct. Sometimes a new PI takes over for the new index. This PI will need to sign an effort certification for the new index, certifying that the percent of effort for the new index is correct.

Every comment written on an effort certification requires a lot of work in the accounting department. A report is run for each effort certification that comes back with any comment. The effort certification is then sent, with the report, to the fiscal monitor, who reviews the certificate, makes any calls necessary to obtain any additional corrections, signs the copy after verifying that any additional changes have been posted, and returns the copy for filing with the effort certifications for the period. This work is not necessary if the PI understands that the certificate is correct and just signs it. The following example shows comments that can be avoided if you explain to the PI that they are signing for the portion of the period when they were the PI:

FRROSCU
08/18/08

The University of New Mexico
Contract and Grant Accounting
Effort Certification

1 of 2

Reporting Period: January - June 2008

Fund Type: 13 - CR HSC
Org: 099A - Cancer Research Treatment Ctr CRTC
Fund Code: 318N1 - FROE \$210,467.74 6/23/08
Grant Code: 3918N - HR-Partnership with the Rocky Mount
Index Code: 09904Z - 318N1-HR NM Partnership Prog Rocky
PI: Heltzer, Deborah

Employee Name Banner ID	Accounting String	Earnings	Current Pd Adjustments	Period Earnings	Percent Of Effort	Prior Pd Adjustments	Net Charges
	13-099377-2020	\$2,311.63	-\$2,311.63	\$0.00	0.00	\$0.00	\$0.00
	03-099374-2020	\$391.80	\$391.80	\$0.00	0.00	\$0.00	\$0.00
	13-09904Z-2020	\$1,567.21	\$0.00	\$1,567.21	5.80	-\$4,210.95	\$2,643.74
	13-09904Z-2020	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
	13-09907X-2020	\$0.00	\$0.00	\$0.00	0.00	-\$5,406.91	-\$5,406.91
	13-09908J-2020	\$20,060.29	\$0.00	\$20,060.29	74.20	\$0.00	\$20,060.29
	13-099954-2020	\$2,703.45	-\$2,703.43	\$5,406.88	20.00	\$9,617.86	\$19,024.74
		\$27,034.38	\$0.00	\$27,034.38	100.00	\$0.00	\$27,034.38

Summary Charges by Account: 13-09904Z-2020 -\$2,643.74
-\$2,643.74

All Heltzer is no longer the PI - as of 1/14/08

Deborah Heltzer
Signature
Date 9/16/08

Why am I signing this if I'm not the PI?

Dr. H. WAS the PI for the first 14 days of the reporting period.

RECORD KEEPING

The department is responsible for keeping all records that involve the justification for labor redistributions, now done in Banner with PZAREDS. See fast info question #4072, "How long am I required to keep the supporting documentation associated with employee time, PZAREDS and EPAF?", for more detail. The Core office does not keep documentation on labor redistributions.

PROBLEMS? CALL YOUR FISCAL MONITOR

Since the Fiscal Monitor will have to respond to anything that is written on the Effort Certification, if you or the PI is unsure about something, call your Fiscal Monitor before you return the Effort Certification. If there is an error, your department is responsible for correcting it with a labor redistribution, and your Fiscal Monitor can help you understand what, if anything, needs to be redistributed.

HOW TO RECONCILE AN EFFORT CERTIFICATION

RUN HYPERION REPORT FSSH0001

- 1) Run Hyperion Report FSH0001, Salary Labor Benefits Encumbrance Report for the Index to be certified for the periods available after certification. You will use this report to find any redistributions into or out of the index being certified.
- 2) Highlight all pertinent lines in the FSH0001 Report. Most of the lines will not apply to the index you are reconciling. Ignore these lines.

NOTE ANY REPORT CHANGES NOT ON THE EFFORT CERTIFICATION

Report FSH0001[one page] for index 798124:

We are reconciling John Smith's salary in index 798124 in this example. Notice that this July through September report shows that John's June payroll [5R6] had an adjustment made on August 8. This June adjustment affects the January-June Effort Certification, and is not reflected on the January to June Effort Certification. \$1,710.14 of June Payroll was moved into index 798124 in account 2000 for John.

FRROSC01
08/18/08

The University of New Mexico
Contract and Grant Accounting
Effort Certification

1 of 6

Reporting Period: January - June 2008

Fund Type: 12 - CR Main
Org: 798A - VP Resrch & Econ Devlpmnt VPRED
Fund Code: 292M0 - MR DTRA T.O 13 - Gilfeather
Grant Code: 2R92M - MR Chemical & Biological Defense
Index Code: 798124 - MR 292M0 Chemical & Biological Def.
PI: Gilfeather, Frank L.

Employee Name Banner ID	Accounting String	Earnings	Current Pd Adjustments	Period Earnings	Percent Of Effort	Prior Pd Adjustments	Net Charges
[REDACTED]	02-456002-20A0	\$8,922.13	-\$5,913.04	\$3,009.09	26.58	\$0.00	\$3,009.09
	02-456002-20A0	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
	12-456154-20A0	\$0.00	\$3,913.04	\$3,913.04	34.56	\$0.00	\$3,913.04
	12-456154-20A0	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
	12-456188-20A0	\$2,400.00	\$0.00	\$2,400.00	21.20	\$0.00	\$2,400.00
	12-798124-20A0	\$0.00	\$2,000.00	\$2,000.00	17.66	\$0.00	\$2,000.00
		\$11,322.13	\$0.00	\$11,322.13	100.00	\$0.00	\$11,322.13
Smith, John 123456	02-066007-2000	\$17,782.44	-\$17,782.44	\$0.00	0.00	\$0.00	\$0.00
	02-798068-2000	\$72,404.17	\$0.00	\$72,404.17	56.13	\$0.00	\$72,404.17
	02-798068-2002	\$1,782.23	-\$1,782.23	\$0.00	0.00	\$0.00	\$0.00
	12-798041-2000	\$0.00	\$672.02	\$672.02	0.52	\$0.00	\$672.02
	12-798055-2000	\$0.00	\$4,199.44	\$4,199.44	3.26	\$0.00	\$4,199.44
	12-798055-2002	\$4,402.15	-\$891.12	\$3,511.03	2.72	\$0.00	\$3,511.03
	12-798084-2000	\$0.00	\$10,675.67	\$10,675.67	8.28	\$0.00	\$10,675.67
	12-798124-2000	\$4,491.30	\$0.00	\$4,491.30	3.48	\$0.00	\$4,491.30
	12-798124-2002	\$0.00	\$724.04	\$724.04	0.56	\$0.00	\$724.04
	12-798126-2002	\$10,675.67	\$0.01	\$10,675.68	8.28	\$0.00	\$10,675.68
	12-798126-2002	\$3,511.03	\$0.00	\$3,511.03	2.72	\$0.00	\$3,511.03
	12-798127-2000	\$1,448.08	\$0.00	\$1,448.08	1.12	\$0.00	\$1,448.08
	12-798130-2000	\$463.40	\$0.00	\$463.40	0.36	\$0.00	\$463.40
	12-798131-2000	\$579.24	\$0.00	\$579.24	0.45	\$0.00	\$579.24
		\$2,762.48	\$2,673.34	\$5,435.82	4.21	\$0.00	\$5,435.82
		\$128,990.67	\$0.00	\$128,990.67	100.00	\$0.00	\$128,990.67

* adjustment to Smith, John
1/6/08 SRL DR 798124 \$1710.14
4/8/08 SRL CR 798068 \$1710.14

OCT 14 2008

- 3) Compare the Monthly staff on the FSH0001 report to your effort certification report totals. If any redistributions have been done after the close of the period for the period being certified, they will only appear on the FSH0001 report. If any redistributions have been done for the period being certified:
- 4) Find the labor redistribution documentation. This will be in PZAREDS documentation of the hiring org for the employee. When you know that the labor redistribution is appropriate, mark the change on the effort certification (see above, John Smith example).

ATTACH DOCUMENTATION OF CHANGES TO THE EFFORT CERTIFICATION REPORT

- 5) Make copies of this documentation, and note the amount of change, either + or -, on the effort certification. Attach this documentation to the Effort Certification Report, including all explanations. Note that in this example, the \$1,710.14 is written on the effort certification as an increase in period earnings. Where the money came from [index 798062 was credited; see balloon at lower left] is also noted.

- 6) Explain to your PI why the dollar amount on the effort certification is different than the dollar amount in Banner. This may be because:
 - a. A post period adjustment was done, correcting an employee's distribution, as in this example. [This adjustment will show up on the NEXT effort certification in the prior period adjustment column. You will pull out THIS documentation, attached to this effort certification to refresh your memory (and the PI's memory) as to why the adjustment was made.]
 - b. A biweekly employee is properly recorded in Banner. These employees do not appear on effort certifications.
 - c. That they must have at least 1% of their effort on the effort certification for each of their sponsored projects. [See Appendix 4]
- 7) Make any salary redistributions (PZAREDS) that the PI says is necessary and that have not yet been done(does not appear on your FSH0001 report). Attach copies of these redistributions (PZAREDS) to the effort certification, along with notes on the effort certification explaining the error(s), and the corrections, which you will also attach. These redistributions will show up on your next effort certification as prior period adjustments.

RETURN THE SIGNED EFFORT CERTIFICATION

- 8) Have your PI sign the effort certification, once they understand and agree with it and your supporting documentation. Make a copy of the signed effort certification and all related documentation associated with it. File this for future reference.
- 9) Return the signed, original effort certification to Contract and Grant Accounting, with your attachments, as per your memo instructions.

HOW LONG AM I REQUIRED TO KEEP LABOR DOCUMENTATION?

See Fast Info answer # 4072, "How long am I required to keep the supporting documentation associated with employee time, PZAREDS and EPAF?"

Generally, you must keep these records for three years after the submission of the final expenditure report for a Federal grant or a minimum of three years after the close of the fiscal year in which the labor redistribution transaction was created. . Please consult your fiscal monitor before destroying records.

SUMMARY

To complete an effort Certification:

- Reconcile the certificate. Make needed adjustments
- Attach documentation to certificate for adjustments made after period end.
- Answer PI questions, rather than have them add comments to the form.
- Call your fiscal agent to get help if necessary.

APPENDIX 1 - INTERPRETING AN EFFORT CERTIFICATION

The following document can be found at: <http://www.unm.edu/~cgacctng/Presentations.html>

Title of the Report: The University of New Mexico
Contract and Grant Accounting
Effort Certification

Reporting Period: Effort is certified every six months.
July – December
January – June

Header Information:

Fund Type: 12 CR Main
(Restricted) 13 CR HSC
14 CR Gallup
15 CR Los Alamos
16 CR Valencia
17 CR Taos

Fund Type: 02 CR Main
(Unrestricted) 03 CR HSC
04 CR Gallup
05 CR Los Alamos
06 CR Valencia
07 CR Taos

Level 5 Org: 028A Department/Unit Name

Fund: The fund where the labor charges for the reporting period were
expensed.
The title repeats from the fund type

Index: The six-digit index attached to the fund.
The index title will include a short description of the project.

PI: The financial manager assigned to the fund.

Column Information:

Employee Name: The employees paid from this fund are listed in alphabetical order (only exempt employees).

Banner Number: Lists the Banner number for each employee on the report.

Accounting String: For each employee, it lists all the accounting strings affected by labor charges during this reporting period.

The accounting string consists of the fund type, the index code and the account code.

Earnings: Represents the fund type, the index code and account code where original labor charges were expensed during this reporting period.

Current Period Adj.: Labor redistribution charges where the original labor charge was expensed during this reporting period.

Period Earnings: The total of the Earnings Column and the Current Period Adjustments Column.

% of Effort: The calculated percent of effort. The calculation is as follows:
Divide each accounting string Period Earnings by the total Period Earnings.

Prior Period Adj.: Labor redistribution charges where the original labor charge did not occur during this reporting period.

Net Charges: The total of the Period Earnings Column and the Prior Period Adjustments Column.

Summary Charges by Account:

Accounting String: The accounting strings for the index being certified.

Amount: The Net Charges of the accounting string that were expensed for the reporting period.

Footer Information:

- Contains the standard disclosure (charges are reasonable representations).

- Has a signature line and date for the Principal Investigator to sign and date.
- References the federal regulations governing effort certification.
- Provides the return address.
- Provides the return date.

APPENDIX 2 – EFFORT REPORTING GUIDANCE

The following document can be found at:

<http://research.unm.edu/policiesprocedures/EffortReportingGuidance.pdf>

[This guidance, it should be noted, does not apply to clinical research, which will be the subject of a separate guidance.]*

1. PURPOSE

Under Office of Management and Budget Circular A-21 and other regulations, the University is required to prepare effort reports to confirm, on an after-the-fact basis, any effort that has been compensated or contributed as cost share under a sponsored award. These reports or effort certifications are only prepared for exempt employees whose salaries are charged to restricted funds. The effort of non-exempt employees is tracked through timesheets.

In recent years, effort reporting has been a primary focus of auditors for the federal government. If it is determined that inaccurate, incomplete, or untimely effort reports were submitted to the federal government, an institution could face substantial penalties and funding disallowances. Several universities have paid large amounts to settle accusations of submitting false effort reports. As examples, in 2003, one university had to pay the government \$5.5 million; in 2004, a university paid \$2.6 million; in 2004, another university paid \$3.3 million; and more recently in 2005 a university paid \$11.5 million. Additionally, criminal charges may be brought against an individual for certifying a falsified effort.

2. DEFINITIONS

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged or contributed through cost share.

Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (such as instruction, research, patient care, administration) for which the University compensates an individual.

Effort reporting is the method required under federal regulations for certifying to sponsoring agencies that the effort charged or cost shared to each award actually has been expended.

3. STANDARDS FOR REASONABLE DISTRIBUTION OF EFFORT

The nature of academic work precludes absolute accuracy in accounting for the time devoted to a particular project. Therefore, the OMB A-21 regulations require effort reports to be only reasonably accurate, as follows:

In an academic setting, teaching, research, service, and administration are often inextricably intermingled. *A precise assessment of factors that contribute to costs is not always feasible, nor is it expected. Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate* [emphasis added].

Effort reports include all UNM-related activities

The proper base for determining effort percentages is the total activity or effort for which the university compensates an individual, including administrative activities such as serving on a university committee. As exempt employees, faculty members are not compensated for their duties on the basis of a forty-hour workweek. Instead, the workweek for faculty members is based on the actual number of hours spent on job-related activities. Accordingly, an effort commitment of 50% for a faculty member working 80-hour weeks is twice as great (40 hours) in terms of hours as a 50% effort commitment by a faculty member working 40-hour weeks (20 hours). The total percentage of compensated effort must never exceed 100%.

Similar work under different awards

The OMB A-21 regulations contain specific guidelines for situations in which individuals engage in similar work under more than one sponsored award. Effort for similar work under two or more awards can be allocated by using either a proportional method or any other reasonable basis, as follows:

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit. *If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then...the costs may be allocated or transferred to benefited projects on any reasonable basis...*[emphasis added].

Estimated effort versus actual effort

Initial estimates generally differ, to one degree or another, from the amount of work actually performed on sponsored awards. Under the OMB A-21 regulations, short-term discrepancies between the estimated and actual effort are considered inconsequential if the long-term distribution of salaries is reasonable, as follows:

“Charges may be made initially to sponsored agreements on the basis of estimates made before services are performed. When such estimates are used, significant changes in the corresponding work activity must be identified and entered into the payroll distribution

system. *Short-term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term, such as an academic period [emphasis added].*"

When the discrepancy between estimated and actual effort is not inconsequential, such as for three months, then principal investigators should submit a payroll cost transfer to reflect this change.

For more significant discrepancies, it would be necessary to amend the sponsored award to reflect the actual effort commitment. UNM requests an amendment if at any time prior to or during a sponsored project the key personnel working under an award:

- Reduce their time and effort on the project by more than 25% to stay within the 100% total time and effort limit.
- Are absent for three or more months from the project.
- Withdraw from the project completely.

4. DUTIES AND RESPONSIBILITIES FOR DISTRIBUTION AND CERTIFICATION OF EFFORT

The department or unit administration is responsible for monitoring the principal investigators and other researchers' allocation of effort to ensure that their allocations are consistent with estimates of effort in the proposed budget.

Core accounting offices are responsible for receiving and reviewing returned and signed effort certification forms for completeness.

Responsible person must certify effort

Under A-21, direct cost activities and F & A cost activities must be "confirmed by responsible persons with suitable means of verification that the work was performed." If necessary, the responsible person should review the allocation for accuracy with the other individuals whose efforts are detailed on the certification. At UNM, effort certification reports must be signed by a principal investigator, director, or department chairperson.

5. EFFORT CERTIFICATION FORM

See Exhibit A.

6. SOURCE AND FREQUENCY OF CERTIFICATION

Under OMB Circular A-21, the university is required to certify twice a year that the salaries charged to a sponsored award reasonably reflect the work performed under the award.

7. ANSWERS TO SPECIFIC QUESTIONS

For answers to specific questions about effort reporting, contact your representative in the Office of Contract and Grant Accounting.

*10/2008: Per Lee Gulbransen, this guideline does apply to clinical research. The deferred comp issue that originally prompted this note has been resolved.

Reporting Period: January - June 2008

Salary and Wage charges for Index 09909V have been reviewed and are reasonable representatives of effort applied and charged to this project.

Melissa Gonzales

Signature of Investigator, Director or Department Chairperson

Sept 17, 2008

Date

To be in compliance with the Federal Government Regulations under OMB A-21, the signed form must be available for inspection by Federal Auditors. Return completed form to HSC Financial Services Office, Health Sciences & Services Bldg - MSC09 5220 on or before 10-15-2008.

This is a properly signed Effort Certification Form. Note the lack of any written comments.

APPENDIX 3- EXAMPLES OF EFFORT CERTIFICATIONS WITH UNNEEDED COMMENTS

BIWEEKLY EMPLOYEES-NOT ON EFFORT CERTIFICATION FORMS!

FRROSC01
08/18/08

The University of New Mexico
Contract and Grant Accounting
Effort Certification

1 of 2

Reporting Period: January - June 2008

Fund Type: 13 - CR HSC
Org: 099A - Cancer Research Treatment Ctr CRTG
Fund Code: 360U0 - Admin Support for the SMR
Grant Code: 3R60U - Admin Support for the SMR
Index Code: 09909V - 360U0-Admin Support to the SMR

PI: Gonzales, Melissa

Employee Name Banner ID	Accounting String	Earnings	Current Pd Adjustments	Period Earnings	Percent Of Effort	Prior Pd Adjustments	Net Charges
[REDACTED]	03-8510B1-2020	\$2,955.28	\$0.00	\$2,955.28	14.00	\$0.00	\$2,955.28
	13-09909V-2020	\$6,332.48	\$3,166.36	\$9,498.84	45.00	\$0.00	\$9,498.84
	13-099473-2020	\$11,821.38	-\$3,166.36	\$8,655.02	41.00	\$0.00	\$8,655.02
		\$21,109.14	\$0.00	\$21,109.14	100.00	\$0.00	\$21,109.14

Summary Charges by Account: 13-09909V-2020 \$9,498.84

\$9,498.84

[REDACTED] was also paid on this award, \$1979.25,
which constitutes 25% FTE

Note that this comment refers to a biweekly employee, who is not supposed to be on the effort certification form.

60

The person that was “also paid on this award” is a biweekly employee. Bi weekly employees are certified when time cards are signed. They are not supposed to be on Effort Certifications. No mention of them is required.

PI CONFUSED ABOUT PRIOR PERIOD ADJUSTMENT

PKR05C01
08/18/08

The University of New Mexico
Contract and Grant Accounting
Effort Certification

1 of 2

Reporting Period: January - June 2008

Fund Type: 13 - CR FSC
Org: 099A - Cancer Research Treatment Ctr CRTC
Fund Code: 34400 - HR-Clinical Trial
Grant Code: 3R44U - HR-Clinical Trial
Index Code: 099020 - 34400-HR-Clinical Trial

PI: Verschraegen, Claire

Employee Name Banner ID	Accounting String	Earnings	Current Pd Adjustments	Period Earnings	Percent Of Effort	Prior Pd Adjustments	Net Charges
[REDACTED]	03 09905E-2020	\$0.00	\$0.00	\$0.00	0.00	-\$5,726.49	-\$5,726.49
	13-099020-2020	\$0.00	\$0.00	\$0.00	0.00	\$5,726.49	\$5,726.49
		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00

Summary Charges by Account: 13-099020-2020 \$5,726.49

\$5,726.49

Trial/Taiko 0545P

[REDACTED] did not work on this particular clinical trial and should not be in It is a pharmaceutical trial which off of this index was written in conjunction with Dr Claire Verschraegen

[REDACTED] short employ with the Clinical Trial office did not encompass pharmaceutical trials, only the Cancer Center in-house investigator trials. She only worked with Dr Yehuda Patt + Dr Fa-Chyi Lee.

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Note that the current period earnings are zero, and the prior period earnings adjustment removed all expenses from the PI's index. This certification could have been signed without comment, if it had been understood.

PI CONFUSED AS TO PORTION OF PERIOD FOR WHICH THEY ARE RESPONSIBLE

FRROSCU
08/18/08

The University of New Mexico
Contract and Grant Accounting
Effort Certification

1 of 2

Reporting Period: January - June 2008

Fund Type: 13 - CR ESC
 Org: 099A Cancer Research Treatment Ctr CRTC
 Fund Code: 318N1 - FROB \$210,467.74 6/23/08
 Grant Code: 318M - HR-Partnership with The Rocky Mount
 Index Code: 09904Z - 318N1-HR NM Partnership Prog Rocky

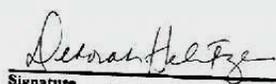
SEP 2008
166A

PI: Helitzer, Deborah

Employee Name Banner ID	Accounting String	Earnings	Current Pd Adjustments	Period Earnings	Percent Of Effort	Prior Pd Adjustments	Net Charges
	03-099377-2020	\$2,311.63	-\$2,311.63	\$0.00	0.00	\$0.00	\$0.00
	03-099378-2020	\$391.80	\$391.80	\$0.00	0.00	\$0.00	\$0.00
	13-099042-2020	\$1,567.21	\$0.00	\$1,567.21	5.80	-\$4,210.95	\$2,643.74
	13-099043-2020	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
	13-09907X-2020	\$0.00	\$0.00	\$0.00	0.00	-\$5,406.91	-\$5,406.91
	13-0990B3-2020	\$20,060.29	\$0.00	\$20,060.29	74.20	\$0.00	\$20,060.29
	13-099954-2020	\$2,703.45	-\$2,703.43	\$5,406.88	20.00	\$9,617.86	\$15,024.74
		\$27,034.38	\$0.00	\$27,034.38	100.00	\$0.00	\$27,034.38

Summary Charges by Account: 13-099042-2020 -\$2,643.74

 -\$2,643.74

Dr. Helitzer is no longer the PI - as of 1/14/08

 Signature
 Date 9/16/08

Dr. H. WAS the PI for the first 14 days of the reporting period. She must sign the effort certification to certify that portion of time.

Why am I signing this if I'm not the PI?

Had the PI understood the Effort Certification process, this note would not have been necessary.

If the PI is responsible for ANY portion of the period, they will be required to sign a certificate for the portion of the effort certification period during which they were responsible. If another PI then took over, they should also sign an effort certification for the remainder of the period.

APPENDIX 4 – HSC POLICY ON PRINCIPAL INVESTIGATOR EFFORT ON SPONSORED PROJECT

December 4, 2008

To: All HSC Faculty and Staff

From: Richard S. Larson, MD, PhD, VP for Translational Research, Ava Lovell, VP for Finance

RE: HSC Policy on Principal Investigator Effort on Sponsored Project

Effective December 4, 2008 it will be the policy of the Health Sciences Center that all sponsored project agreements processed for award, whether cost reimbursement, fixed price, clinical trial, flat fee, purchase order, or deliverable based, have a **minimum of 1% level of effort** from the principal investigator as a direct charge (or committed and tracked cost share). This minimum effort helps to ensure that there is adequate guidance, monitoring, and management by the HSC principal investigator by showing a reasonable, measurable, outcome towards each project. This policy fulfills new OIG requirements.

Circumstances where this policy does **not apply** are the following:

- **Where the Sponsoring Agency does not allow principal investigator effort**
- **Equipment and Instrumentation Grants**
- **Doctoral Dissertation Grants**
- **Student or Diversity Supplement Grants**
- **Administrative Supplement Grants to Adjust F&A Only**
- **'Mentors' on Institutional or Individual Training Grants**
- **Conference Support, CME or Grand Rounds Awards**
- **Construction and/or Renovation Grants**
- **Some Career Development Awards and/or Scholar Awards**

As of December 4th the HSC PreAward Office will review all Award Budget Sheets (ABS) to ensure that a minimum of 1% PI effort (and fringe) is internally budgeted upon Award. Fiscal Monitors in Contract & Grant Accounting will also monitor that this effort is actually being charged and is recorded on subsequent Effort Certifications. We encourage your Department Accountants to do the same.

Thank you in advance for your compliance and support of our quest for continued excellence. Please call upon your Financial Services representative if you have questions.

cc: Rena Vinyard; Associate Director Financial Services/PreAward

Mike Schwantes, Director Fin Sys & Restricted Accounting

APPENDIX 5 - NIH & SAMHSA SALARY CAPS

Every year since 1990 Congress has legislatively mandated a provision limiting the direct salary that an individual may receive under an NIH grant. For FY 2008, Public Law 110-161: Consolidated Appropriations Act, 2008 restricts the amount of direct salary to Executive Level 1 of the Federal Executive Pay scale. The Executive Level 1 annual salary rate was \$186,600 for the period January 1 through December 31, 2007. Effective January 1, 2008, the Executive Level 1 salary level increased to \$191,300.

NIH is expected to issue another notice in January 2009 giving any 2009 limitations in effect. The same limits apply to SAMHSA awards.