

## **Interpreting an Effort Certification**

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  
                          13     CR HSC  
                          14     CR Gallup  
                          15     CR Los Alamos  
                          16     CR Valencia  
                          17     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).

SS Number:         Lists the social security number for each employee on the report.  
                          Note: This will change to the Banner ID for future reports.

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.