

Title: Effort Entanglements; The “How’s” and “Why’s” of Clearing Errors and Certifying Records

Your Name: Chris Mullaney

Department: Cost Analysis

Contact Information: mullaney@ufl.edu

Session Topic:

This session will provide participants the opportunity to take a focused look at some of the most common errors they encounter in the effort reporting system.

Session Learning:

- A. Instructional Activity
- B. Research/Sponsored Activity
- C. Preparing the Effort Report

Key Definitions:

Effort- The proportion of time spent on any activity and expressed as a percentage of the total professional activity for which an individual is compensated by Institutional Base Salary. Total effort for an employee must equal 100%.

Institutional Base Salary- The base annual compensation set by the University for an employee. It includes salary increments, augmentations, and paid overtime. It does not include non-service payroll items such as awards, overload payments, bonuses, or other incentive payments.

NIH Salary Cap- A legislatively mandated provision limiting the direct salary that an individual may receive under an NIH grant to Executive Level I of the Federal Executive Pay scale. For the purposes of the salary limitation, the terms "direct salary," "salary," and "institutional base salary" have the same meaning.

NSF Salary Cap- A salary compensation limit that applies to all National Science Foundation-funded grants. As a general policy, NSF limits salary compensation for

senior project personnel to no more than two months of their regular salary in any one year.

Suitable Means of Verification- The standard of documentation required by the Federal government if someone other than the employee is certifying the employee's effort. Suitable means of verification must take into consideration and be consistent with other documentation in existence and be sufficient to support a reasonable estimate of effort expended by the employee. Documentation of the means of verification must indicate the employee worked during the period covered by the effort report and the percentages on the report are a reasonable estimate of the employee's effort.

Resources:

Effort Term Dates: <https://www.fa.ufl.edu/directives/effort-term-dates/>

Effort Guidelines: <https://www.fa.ufl.edu/directive-categories/effort-certification/>

Effort Resources: <https://www.fa.ufl.edu/directives/compiled-effort-resources/>

AAR Homepage: <https://ir.aa.ufl.edu/data-applications/academicactivitiesreporting/>

Over The Cap Sponsors: <https://www.fa.ufl.edu/wp-content/uploads/2019/05/Over-the-Salary-Cap-Sponsors-List.pdf>

Cost Analysis:

Brenda Harrell: (352) 294-1111

Gene Hoskins: (352) 294-1480

Chris Mullaney: (352) 294-1110

Brandon Schlatterer: (352) 294-6903

effort@admin.ufl.edu

commitments@admin.ufl.edu