## CERTIFYING EFFORT

Effort is the portion of time spent on any activity for which an employee works for the University as part of their job requirements, this includes commitments to federal and non-federal sponsored agencies.

3X **PER YEAR** | Faculty receive an e-mail notification to certify the Actual Effort Column percentages in their report(s).

Effort Certification Report Types
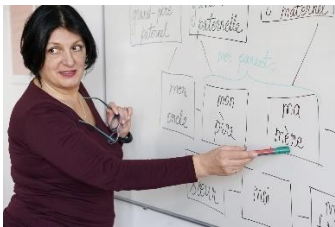
Faculty Effort Certification Report

Section I covers the steps to certify your effort.

Principal Investigators (PI) Certification Report

Section II covers the steps to certify the effort for staff who have been paid from and/or have committed effort to the PI's projects.

ICONS YOU MAY SEE IN THE REPORT

Icons Defined

Bubble icon = notes for the viewer

Notepad icon = timestamp of actions performed

Warning icon = **please ignore**

FOR ADDITIONAL ASSISTANCE

Policies and Directives
Cost Analysis
352-392-5778
effort@admin.ufl.edu

SECTION I – CERTIFY YOUR EFFORT

ACCESS YOUR CERTIFICATION REPORT

1. Click the link at the bottom of the **Semester Effort Report** e-mail message.

2. If prompted, log into myUFL with your GatorLink credentials. The effort certification report is displayed.

> **TIP:** You can also access your certification report via **Main Menu > Human Resources > Effort Reporting > Effort Certification > Certify Effort.** Verify that the **My Queue Only** check box is selected and then click **Search.**

VERIFY ACTIVITIES

3. Effort reporting must reflect all compensated activities, including those not federally funded, such as: Other Research and Administration, for which you received compensation from the University of Florida. Verify the correct activities for the effort period are listed.

> **TIP:** See **page 11** for a definition of the activity categories.

Are any activities missing?

- **No: Continue to step 4.**
- **Yes:** I need to **Deny** the report and return to my Effort Coordinator for corrections. **Skip to step 5**.

REVIEW ALLOCATION PERCENTAGES

4. Review the **Actual Effort (%)** column

    a. Ensure the percentages reflect how you **actually spent** your time during the effort period.

        TIP: Effort is **NOT** based on a 40-hour work week. It is the proportion of time spent on an activity as it relates to the time spent on all activities.

    b. Update percentage values if needed. If you do, verify the **total effort allocation equals 100%** when finished.

CERTIFY REPORT

5. Click the **Certify / Send Back Report** button.

6. Certify or Deny Your Effort as Documented

- **Yes, all is correct:** Click **Certify**. **Continue to step 7.**

- **No, there are activity errors:**

   i. Click **Deny** to send the report back to the Effort Coordinator for updates.

   ii. Type in a comment to explain which activities are missing.

   iii. Click **OK**. Your effort report leaves your queue. The Effort Coordinator will make updates and then return to your queue to review.

7. Read the certification statement. Click the check box if you agree with the statement.

8. Click **OK**.

9. Read the Conflict-of-Interest statement to certify you are in compliance with UF's Policy.

   a. To indicate you agree with the statement, click the check box.

   b. Click **OK**.

10. Your effort certification for the semester is now complete.

SECTION II – CERTIFY SOMEONE ELSE'S EFFORT

Principal Investigators certify the effort for staff who have been paid from and/or have committed effort to their projects.

ACCESS CERTIFICATION REPORTS

1. Click the link at the bottom of the **Semester Efforts Reports for Your Sponsored Projects** e-mail message.

2. If prompted, log into myUFL with your GatorLink credentials. The effort certification report is displayed.

> *TIP:* You can also access your certification report via **Main Menu > Human Resources > Effort Reporting > Effort Certification > Certify Effort.** Verify that the **My Queue Only** check box is selected and then click **Search.**

VERIFY ACTIVITIES

3. Effort reporting must reflect all compensated activities, including those not federally funded, such as: Other Research and Administration, for which compensation is received from the University of Florida. Verify the correct activities for the effort period are listed.

> *TIP:* See **page 11** for a definition of the activity categories.

> Are any activities the person performed missing?
> - **No: Continue to step 4**.
> - **Yes:** I need to **Deny** the report and return to my Effort Coordinator for corrections. **Skip to step 5**.

Effort by Job				First ◀ 1 of 1
Appointment 0 GRADUATE AST-R Department 29240101 - MD-HOBI-GENERAL				🔍

Detail			Actual Effort		
◀◀Show Less Detail Show More Detail ▶▶			Units Percent ▾ Entered 0 Remaining		

Enter Effort by Activity		First ◀ 1-20 of 20 ▶
	Activity Details	Actual Effort (%)
☐ **Instructional Activity**		
Thesis & Dissertation	📄	
Other Instructional Activity	📄	
Clinical Teaching (No Registered Students)	📄	
☐ **Research/Other Sponsored Activities**		
Department Funded Research	📄	
Externally Funded Research/Other Spons Activity	📄	
P0154399 - PCORI Wu Yr2 - Develop an inte	📄	
P0154400 - PCORI Wu Yr3 - Develop an inte	📄	
P0215534 - Bian VA/NonVA - Yr2	📄	
☐ **Clinical**		
Billed Clinical Care	📄	
Unbilled Clinical Activities	📄	
☐ **Administration and Services**		
Service	📄	
University / College / Department Administration	📄	
University Governance	📄	
Practice Plan Administration	📄	
☐ **Other**		
☐ **Sabbatical/Leave of Absence**		

REVIEW ALLOCATION PERCENTAGES

4. Review the **Actual Effort (%)** column

    a. Ensure the percentages reflect how the individual you are certifying for spent time on the project or projects you are the PI for.

    b. **Important:**

        • You are not responsible for anything else on the effort record for which you are not the PI for, examples can include other sponsored projects OR even department research.

        • If something is wrong on your project, you will need to deny the record back to the Effort Coordinator for reallocation and updates based on your review.

CERTIFY REPORT

5. Click the **Certify / Send Back Report** button.

6. Certify or Deny Effort as Documented

    • **Yes, all is correct:** The projects you are responsible for reviewing and certifying will be listed at the bottom of this screen.

        i. As a reminder, you are only responsible for certifying the projects for which you are the PI for and nothing else on the effort record.

        ii. Click **Certify**. **Continue to step 7.**

    • **No, there are activity errors:**

        i. Click **Deny** to send the report back to the Effort Coordinator for updates.

        ii. Type in a comment to explain which activities are missing.

iii.   Click **OK**. This effort report leaves your queue. The Effort Coordinator will make updates and then return to your queue to review.

7.   Read the certification statement. Click the check box if you agree with the statement.

8.   Click **OK**.

9.   Your effort certification for the semester is now complete.

Human Resources
UNIVERSITY *of* FLORIDA

EFFORT REPORTING ACTIVITY CATEGORIES

RESEARCH

DEPARTMENT FUNDED RESEARCH

Research activities that are not sponsored and, consequently, do not receive separate budgeting and accounting. This category is also used to document any other research activities that are supported by department or non-sponsored sources of funding.

Such duties include proposal preparation, planning and conduct of research, as well as related data analysis, manuscript preparation travel and presentation of results. Also includes the preparation and publication of scholarly reviews, chapters, monographs and books, the development of new educational approaches or techniques, the creation of works of art, music, literature, etc.; the development of and/or participation in performance of plays, concerts, and individual performance, as well as other types of medically-related creative activity.

EXTERNALLY FUNDED RESEARCH/OTHER SPONS ACTIVITY

Separately budgeted and accounted for sponsored activity: all sponsored activities that are funded by federal, state, local government and private organizations. This includes all approved grant, contract and industry supported research activities both basic and clinical in nature; the preparation, and conduct of research, as well as related data analysis, manuscript preparation, travel, presentation of results, as well as activities involving the training of individuals in research techniques (research training), where such activities are not included in the instruction function.

FTE assignment is determined by assigned percentage on each funded project and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

University fund codes in which this activity is recorded are 201, 209, and 214.

ADMINISTRATION AND SERVICE

A. Administration & Service

SERVICE

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party. This includes service in professional organizations and academic or professional student organizations, as well as participation in student recruitment, admissions, orientation, and remediation. The description of duties must indicate specific activities performed.

UNIVERSITY / COLLEGE / DEPARTMENT ADMINISTRATION

Administrative and support services benefiting common or joint University / College / Departmental activities. Supervision, management, or staff activities related to the administration of a department, college, or university. This activity provides administrative support and management direction to the instructional, research and public service programs.

Generally restricted to individuals with formal administrative appointments. Effort related to university, college, department committees, councils, etc., should be reflected under University Governance. This category does not include direct administrative effort related to a specific course, which should be reflected in the appropriate instruction category. Direct administrative effort related to a specific project, and funded by the sponsored research, should be reflected in the "Externally Funded Research/Other Spons Activity" category.

UNIVERSITY GOVERNANCE

Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

B. Other

AUXILIARY EFFORT

Activities related to selling products or services. This type of effort should be charged to auxiliary accounts.

UFF ACTIVITIES

Assigned release time for union activities.

C. Sabbatical/Leave of Absence

ANNUAL / SICK LEAVE

This activity should be used when the leave taken exceeds 20 work days in the Fall or Spring semester (13 work days in the Summer semester). To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of work days in the semester.

LEAVE OF ABSENCE (PAID)

An authorized, compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair assigns the leave.

SABBATICAL

An authorized compensated leave of absence granted to the employee by the university; includes sabbaticals and professional development leave. Effort should be reported when the chair assigns the sabbatical.

CLINICAL

CLINICAL TEACHING

Time spent instructing, supervising, and advising residents, interns, or post doctoral trainees who are not formally registered students.

BILLED CLINICAL CARE

Reimbursable activities, including paid clinical contracts, in a clinical environment that do not involve health science center students or house staff. Salaries in this activity may be paid from Practice Plan funds. Activities related to grants recorded in Fund 201, 209, & 214 should be recorded as, "Externally Funded Research/Other Spons Activity."

UNBILLED CLINICAL ACTIVITIES

Non-reimbursable public service activities in a clinical environment that do not involve Health Science Center students or house staff.

PRACTICE PLAN ADMINISTRATION

Activities for the administration of the Florida Practice Plans of the Health Center including, but not limited to, the administrative and supporting services for the billing, collecting, and distribution of professional fees.