

# MSU Extension Grant Services Team

Supporting MSU Extension staff pursuing sponsored funding opportunities and fee-for-service activities.

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## What is Effort Reporting and Why is it Needed?

- An effort report (ER) is a receipt auditors use to document the amount of effort performed on a restricted grant.
- ERs are required for individuals with salary charged or committed cost share on Federal or State of MI accounts.
  - Students & On call/Temps do not require ERs.
  - If an agency requires salary/cost share documentation an effort report may be used.
- Effort Reporting: [Overview & FAQ's](#)



# How does it all come together?

- Tracks federal and state projects individually
  - Remainder generally lumped together.
- Populated based off budget or justification.
- CGA Awards enters at beginning of award, PI and admin are notified in the award set-up email
  - Can also be viewed during the life of the project in [Account Explorer](#) under the effort tab.
- Report must total 100%
  - If 100% on Sponsored—no writing proposals, committees, teaching, etc. for professors.
  - Activities covered under your MSU Institutional Base Salary (AY, AN, or Summer pay) are included.
- Effort Period 1 = January 1 to June 30
- Effort Period 2 = July 1 to December 31



# Tips and Info for Completing Your Report

- Effort %s are based on your total professional effort to MSU -NOT a standard 40 hr work week
- The person certifying the ER MUST be comfortable that percentages listed in the “% Effort Worked” column are accurate for each 6-month reporting period
- If a federal project is not listed on the ER –click on “add Effort on a Sponsored Project not listed above” button to add the Account number and % of effort worked. If the account number is not assigned yet, add a note at the bottom of the ER indicating the IP number and % effort worked.



# Tips and Info for Completing Your Report

- ERs must be completed in a timely manner –maximum of 180 days
- The % Effort Worked column should total 100% regardless of percent employment or percent of the period worked. If a person only worked two weeks of a 6 month period, % effort worked should still total 100% (based on the distribution of those two weeks). Rounding is your friend here!
- Because MSU doesn't keep time records for faculty, only the employee, or PI, can defend or contradict the percentages reported in % Effort Worked column of the ER



Let's look at an effort report...



Account #	Project or Account Title / Unit	Academic / Annual Pay	Summer Pay	Cost Sharing or Target Effort	Total Commitment	Enter % Effort Worked
RC106388	The Flint Center for Health Equity Solutions  CHM FLINT(40000829)	2.19 % +	0.00 % +	1.00 % =	3 % (3.19 %)	
RC110441	SNAP Outreach  EXTENSION HEALTH AND NUTRITION(10058946)	0.00 % +	0.00 % +	5.00 % =	5 % (5.00 %)	
RC111717	SNAP Outreach  EXTENSION HEALTH AND NUTRITION(10058946)	0.00 % +	0.00 % +	2.50 % =	3 % (2.50 %)	
RE076005	Smith-Lever Extension Projects  MSUE DIRECTORS OFFICE(10058282)	0.00 % +	0.00 % +	14.00 % =	14 % (14.00 %)	
<p>Search By: <input type="text" value="Account"/> <input type="text" value="Type and choose"/> <span style="background-color: #d4edda; padding: 2px 5px; border: 1px solid #c3e6cb;">Add Effort on a Sponsored Project Not Listed Above</span></p> <p><b>Total other sponsored and non-sponsored activities</b> <span style="font-size: 0.8em; vertical-align: middle;">i</span></p>						
GA012861	SALARY  CANR PUBLIC SERVICE ACTIVITIES(10002141)	50.00 % +	0.00 %			
RE076201	MSUE DIRECTOR - SALARIES  MSUE DIRECTORS OFFICE(10058282)	47.80 % +	0.00 %			
<b>Total Un-sponsored:</b>		97.80 % +	0.00 % -	22.50 % =	75 %	



<b>Total Un-sponsored:</b>	<u>97.80 %</u>	+	<u>0.00 %</u>	-	<u>22.50 %</u>	=	75 % (75.30 %)	
<b>Total:</b>	<u>99.99 %</u>	+	<u>0.00 %</u>				100 % (99.99 %)	0

\* indicates "PI Effort"

I certify that the above percentage of effort represents a reasonable estimate of the work performed and is consistent with University policy. I also certify that I have sufficient programmatic knowledge or that I am in a position that provides me with suitable means of verification that the work was performed by the stated individual during the report period.

Add Note

Action	Note	Date/User
	Target effort column percent includes 1% salary cap for account RC106388 (for 2% pay).	Added On 2/1/2021 by Cartwright, Meghan





# Key Takeaway #1

Effort reports are a critical component of sponsored project administration and the primary documentation of effort and salary/fringe charges to grant accounts.



## Key Takeaway #2

As you review your effort report think about any projects you may be a part of (whether there's paid salary or you've been committed as match), and make sure the account/project is on your effort report.



## Key Takeaway #3

If you are ever uncertain about certifying, think something is missing from your effort report, or just have questions about something pertaining to your report, please contact your Fiscal Officer prior to certifying.



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**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442;

**email:**

program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD 3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

**correo postal:**

U.S. Department of Agriculture  
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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o

**fax:**

(833) 256-1665 o (202) 690-7442;

**correo electrónico:**

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