

Missouri Western State University

## **Effort Certification**

### **Employment Policies**

Approved: 06/30/2009

---

Federal regulations (OMB Circular A-21) require the institution to document the time and effort that faculty and staff devote to federal grants and contracts. An effort report must then be completed quarterly by all personnel funded, entirely or in part, by external funds. The Effort Report form provides a record of the percent of effort committed to a sponsored project, whether the effort is funded directly by external resources or is an unrecovered contribution of time (i.e., a cost sharing match).

It is essential that the reported time and effort accurately reflect the actual time and effort devoted to the project during the reporting period. The completed form must be provided to the Accounting Office, and must accompany any requests to reallocate institutional salary funds that have been replaced by funds from external sources.