**BEST PRACTICES**

**CHECKLIST FOR EFFORT COORDINATORS**

*To aid in accurate and timely submission of Effort Statements.*

   - The most significant report is the Quarter Salary Distribution Report, which can be run by Area or by employee id number
   - Other reports that may assist in the certification process are: YTD Employee Distributions, and Salary and Fringe Detail by Pay Period

2) To ensure the charges to sponsored activities are current, review the Effort Statements in your Not Processed List on a continuous basis
   - If charges need to be adjusted, do the HSA as soon as possible to ensure compliance and timeliness, so that the financial report will be appropriately stated (remember reports are due 90 days after grant end date, some may have a shorter term).
   - At the grant year end make all appropriate salary adjustments to ensure timeliness
   - If you do not have access to some of your Area’s sponsored effort statements, check the “View Effort Statement by Emplid” to confirm the statement is generated and should be on your Not Processed List. Contact the Effort Unit if a statement needs to be added to your NP List.

3) If a statement has accounts in multiple Areas, the payroll on the statement needs to be verified and Approved by one of the Effort Coordinators of highest sponsored activity, but the Effort Coordinators for all Areas need to be involved in confirming all charges are appropriate.
   - The non-sponsored account is best confirmed by the E.C. of that CUFS Area with a note in the “Comments Box” to assure the signer that payroll distribution is correct. This can also be accomplished by the Approving EC writing the note after communicating with the non-sponsored EC.
   - Since 100% of the effort needs to be certified, the certifying individual needs to certify every account line, including non-sponsored accounts of other Areas, because only when the Assurance Statement is signed is the statement Certified.
   - The result is that Effort Certification is a combined activity of Approval (all accounts payroll confirmed by E.C.’s) and Certification (all accounts effort values confirmed by the signer of the statement).

4) Compare the committed cost sharing requirements in the NOGA to the effort statement’s cost sharing to ensure award requirements were met. Remember, only committed cost sharing should be certified on Effort Statements, even if the employee contributed additional effort.

5) When the HSA has been processed in CUFS, confirm in the effort statement that the HSA is recorded in ECRT Transaction History and the proper percentages are in the Payroll Column. All departmentally generated statements (Manual Statements) must reference the corresponding HSA number(s).

6) Make corrections to Effort Statements for individuals exceeding the NIH Salary Cap and then make the corresponding cost sharing and salary adjustments (HSA’s), Approving after the transaction is in the statement.

7) Use the “comments box” to document all pertinent information and save, with the understanding that the remarks be concise and is part of the audit trail.

8) If the statement has no sponsored effort to report, zero-out any sponsored cost sharing or effort and then save without Approving to make the statement inactive. Remember, this must be accompanied by an appropriate audit note in the “Comments Box.”

9) If a certified statement needs to be adjusted, review it with the signee then Unapprove the statement and make the necessary changes. Note: once a certified statement is past the current Effort Period, the statement is locked and no changes are allowed.

10) Compile a list of all Cost Sharing changes that need to be implemented for the following Quarter’s Effort Statement Generation, and add these to the Cost Sharing data entry screen.

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1 Revised February 14, 2007