Grants Management User Network (GMUN)

Effort Certification

February 22, 2007
Background:

- Effort reporting cycles will change to 3 times a year with FY 2008
- Discussed change at the GMUN meeting on 10/13/06
- Change of business process to be consistent with A-21 (Plan Confirmation not Plan Creation)
- Work on sponsored projects will be consistent with the demands of academic terms making it easier to estimate effort on projects
- Less time will be spent coordinating effort statements
- Cost of effort certification will be reduced
What will change?

- Certifying effort three times a year will require a change in business practices
- Periodic review of costs charged to sponsored projects will be required
- Requires frequent discussions between faculty & staff to accurately charge costs & cost sharing to sponsored projects
- Financial reports will be filed based on the expenditures charged to sponsored accounts
- Departments cannot wait for effort certification cycles to process financial adjustments.
Recommendations:

Two focus group meetings identified best practices
October 11, 2007
December 11, 2007

Recommendations:

• Need to “recalibrate” at least half way through the semester

• Need to review effort and cost sharing to determine if they are right

• Use departmental spreadsheets to keep track of salaries to be charged & cost sharing
Recommendations (contd):

- Use tools and reports
  - ECPR
  - UM Reports
  - PeopleSoft Payroll Reports
- Check projects that end during the semester to make sure that salary charges and cost sharing are correct
- Administrators need to be on top of the salary distributions
- EC listserv is helpful
- Communication between ECs is very important
Recommendations (contd):

- ECs of faculty home departments must communicate with ECs in departments where the faculty are charged to research accounts.

- Processing a late HSA on some other department’s sponsored account where effort has been certified, but salary not charged may result a disallowance if the financial report has been filed.

- Tracking of salary charges starts with the first period of FY2008 (06/11/07 to 09/02/07).
Communications:

- Communication will be important
- OPVR should deliver the message
  - To the faculty
  - To research associate deans to enlist support
  - To all ECs to ensure success if faculty ignore messages
- Message will be delivered by:
  - emails to faculty
  - emails to GMUN
  - emails to ECs
  - articles in Research News Online
  - messages from deans to department heads
Future Improvements & Changes

• Turning authority over to lead ECs to add researchers to managers and departments lists
  - In process of identifying lead ECs
  - Preparing instructions and training
  - Rollout Spring 2007

• Adding commitments to effort statements from EGMSi
  - ECRT v. 2 has the functionality
  - Setting up a test environment and importing data
  - Modify UofM ECRT for this functionality
  - Test
  - Summer semester FY 2008
Future Improvements & Changes

• Major revision of ECRT v. 2 to make it more efficient & trouble free
• Continue to address bugs and make fixes
• Implement new calendar for FY2008 with three period reporting
Questions
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