Effort Reporting Instructions

Effort reports are being sent directly to all faculty for their certification. In addition to their own effort reports, Principal Investigators will receive effort reports for all non-faculty professional staff that worked on their projects. Hourly staff and students do not receive effort reports.

1. Verify that all general information in *Faculty Information* and *Effort Information* is accurate.

2. Review all information in the *Sponsored Projects Detail* and *Non-Sponsored Detail* sections for accuracy.
   - *Projects Information* - Confirm that all the Sponsored Projects you have worked on during the appointment period are listed and the Project Title and Project ID (PeopleSoft ID) are accurate. If you supervised an employee who also worked for another PI during the same time period, only certify those projects for which you are the PI.
   - *Non-Sponsored Detail -* **One row**, "Other SFSU Functions" will be listed. This includes any activities such as instruction, administration, departmental research, and any Foundation research not administered by ORSP.

3. Review all information in the *Salary Charged* column.
   - *Dollars* - The amount is the salary charged to each sponsored project during the appointment period. All cost sharing, including formal cost sharing, in-kind cost sharing, and replacement rate RRTs, should be included in the cost sharing row.
   - *% Salary* is the percent effort calculated based on the *Dollars* column. This calculation includes any cost sharing.

4. Complete the *Actual Effort Column:*
   - Write the percentage of effort dedicated to each Sponsored Project and Other SFSU Functions. Note: If a Sponsored Project that you worked on during the period is missing, list the project and percent of effort at the bottom of the effort report.
   - **Total effort must equal 100%.**

5. Certify the certification report:
   - Once the *Actual Effort* column has been completed in accordance with the statement at the bottom of the form, the effort report should be signed. **Supervisor signature is not necessary for faculty.**
   - If the effort report is for professional staff (non-faculty) the Principal Investigator should sign as Supervisor and the staff member should review the effort report and sign as Employee. If the employee is no longer at SFSU, the Supervisor should sign and date the effort report and make a note at the bottom.

6. **Please make a copy for your records and return the effort reports to ORSP (ADM 471) no later than the posted deadline by campus mail or the method that is easiest for you.** If there are any discrepancies between salary charged to a Sponsored Project, and actual effort attributed to that project, ORSP will follow up with any necessary accounting adjustments.