

Tulane University Mandatory Quiz on Effort Reporting for Certifiers

Name: _____ Department: _____

Signature: _____ Date: _____

Fax completed quiz to 988-3337

What is Effort Reporting? Answer True or False:

1. _____ Effort is defined as the amount of time spent on a particular activity.
2. _____ Effort includes the time spent working on sponsored projects in which salary is directly charged to sponsored project accounts.
3. _____ It does not include time that is contributed (cost-shared) to a sponsored project.
4. _____ Effort Reporting is a method to document activity expended on sponsored projects.
5. _____ Effort is typically expressed by way of percentages that add up to 100%.

Why must we certify? Answer True or False:

6. _____ Effort Reporting is mandated by the U.S. Office of Management and Budget (OMB) in the regulation referred to as "OMB Circular A-21".
7. _____ OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.
8. _____ The University is contractually bound to complete effort reporting and the University must therefore require its employees to complete effort certification requirements when appropriate.
9. _____ The University's effort reporting systems and reports are generally subject to audit by the Office of the Inspector General.

How do you define 100% effort? Answer True or False

10. _____ 100% effort is the total time, irrespective of the number of hours, that an individual spends conducting University business.
11. _____ "University business" is defined as teaching, research, service, patient care and administration or any function that an employee or faculty discharges or completes to carry out the role for which he is compensated.
12. _____ An effort certifier has to account only for time that is spent between 9 and 5, Monday through Friday.
13. _____ The number of hours or "total time" spent conducting university business will vary from person to person.

Tulane University Mandatory Quiz on Effort Reporting for Certifiers (Page 2)

Name: _____

Who will be required to report and certify effort? Answer True or False

14. _____ All individuals who have time committed and or charged to sponsored projects must certify effort.
15. _____ Effort Certification must be done by individuals with first hand knowledge of 100% of the employee's compensated activities. Generally, the assumption is that faculty will certify their own effort reports.
16. _____ Departmental Administrators can easily certify effort for all faculty and staff who have time committed to sponsored projects.
17. _____ Effort Reporting is a mandatory requirement for Principal Investigators .
18. _____ Effort reports will express the average effort by account for the certification period.

How do we certify effort when we are participating on multiple sponsored projects and have other university responsibilities? Answer True or False

19. _____ Effort Reporting/Certifications should be based on reasonable estimates of how time was spent on multiple sponsored projects, teaching, administration, service and patient care during a specific reporting period.
20. _____ OMB Circular A-21 maintains that in an academic setting, it should be simple for a faculty member to be precise about the amount of time spent on teaching, mentoring, research, patient care, service and administration.
21. _____ Beginning with fiscal 2008, the University will use a roles based tool referred to as ERS (Effort Reporting System) that will provide certifiers with the means to electronically access, process and store their effort reports for each certification period.
22. _____ Access to ERS reports will be supported by logon with your email address and password at a designated website.

Please complete this quiz, sign it and fax it to the Office of Research Administration at fax 988-3337.