



UF Effort Reporting System

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Core Project Design Team

- The offices of the Chief Financial Officer, Chief Information Officer, Provost and Institutional Planning and Research partnered to develop a new Effort Reporting system.
- After surveying other institutions, selected an outside vendor to help develop our Effort Reporting system.

Project Rationale

- Effort reporting has become a main focus of federal auditors at educational institutions.
- Several audits identified the need for UF to improve its grant accounting practices, especially in the area of effort reporting.
- UF's paper processes are cumbersome and difficult to manage at every step.
- Assignment, grant commitments, and effort certification are uncoupled from one another

Project Goals

- To create a user-friendly system to record planned faculty assignments, call up contract and grant commitments, and meet audit requirements.
- To create a system that allows these pieces to work together and inform each other.
- To engage all affected areas of the campus community throughout the process of development, implementation, and refinement.

Developed With Care

- Project has been guided by a steering committee that includes faculty, grant administrators, and core office staff members.
- Developed with the input and involvement of UF deans, department chairs, faculty, Faculty Senate SCoRS Council, and department coordinators.
- Focus groups were held across campus to query users about their needs and how they use the FAR.
- The offices of Contracts and Grants, Division of Sponsored Research and the University Controller have been working to provide better documentation and support of the policies related to Effort Reporting, Cost Sharing, and Cost Transfers.

System Overview

- Comprised of 3 Modules
 - FAR
 - Commitments
 - Effort Certification



Project Benefits

New, online Faculty Assignment Report (FAR)

- Improved documentation of faculty achievements towards tenure and promotion.
- Reduces waste and eliminates the need for collecting signatures on paper.
- E-mail notifications for faculty when ever action is needed.
- Simplified reporting of student contact hours.

Project Benefits

Integrated Commitments Module

- Tracks University commitments of key personnel to sponsored research.
- Simplifies the management of effort and cost-sharing commitments for sponsored projects.
- Helps departments better manage the ebb and flow of effort from semester to semester.

Project Benefits

Easy-to-Use Effort Certification

- Displays the FAR side-by-side with the effort certification values.
- Enables departments to compare planned effort with actual effort.
- Helps departments manage the sources of payroll and fringe benefits.
- Provides on-line training module tailored to departmental administrators, Chairs, and faculty.

Why is Effort Reporting Important?

Effort reporting is required for all federally sponsored research projects, based on OMB Circular A-21, Revised - “Cost Principles for Educational Institutions.”

Provides a method for UF to certify to sponsoring agencies that direct labor charges allocated to sponsored research projects are reasonable and reflect the actual work performed.



Why is Effort Reporting Important?

At the state level, effort reporting is used to demonstrate compliance with the 12-hour law (Florida Statute 1012.945) through reporting to Board of Governors.

“Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week...”

“Any full-time faculty member who is paid partly from state funds...shall teach a minimum number of contact hours in proportion to...12 contact hours...”



STATE
UNIVERSITY
SYSTEM
of FLORIDA
Board of Governors

Institutional Penalties for Non-compliance

There can be severe penalties for non-compliance to the institution.

- Repayment of external funding, direct costs
- Fines
- Stricter federal monitoring of grant transactions (potential loss of expanded authorities and spending flexibilities)
- Loss of public creditability – Adverse publicity and its potential impact to funding, endowments, and financial gifts



Individual Consequences of Non-compliance

There can be severe consequences for non-compliance to the individual researcher:

- Reduced current and future external funding for research
- Inaccurate reporting of activities for annual evaluations and promotion & tenure
- Loss of professional esteem and credibility
- Fines
- Imprisonment



Campus Information Sessions



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Introducing the FAR

Effort Reporting Overview

Dispelling the Myths

Understanding Activity
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RSH 200 Effort Reporting



This online session was designed and developed by Training and Organizational Development in collaboration with the Office of the Provost, the Division of Sponsored Research, and the Office of the Vice President and Chief Financial Officer.

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Campus Information Sessions

- On-line session:
 - RSH 200 – Effort Reporting. Go to My Self Service>Training and Development>Request Training Enrollment
- College and departmental visits:
 - College of Liberal Arts & Sciences
 - College of Pharmacy
 - College of Nursing
 - College of Veterinary Medicine
 - Your college or department?