

To ensure compliance with federal regulations while reducing administrative burdens on faculty and staff engaged in sponsored projects at Seattle University, ORSSP modified the Effort Reporting Procedure in October 2012. The updated process includes the following:

- All key personnel in all sponsored projects will certify effort twice a year.
- Effort reporting period will be October 1 to March 31 and from April 1 to September 30
- Effort reports will be sent out in May and November of each year
- If key personnel in a sponsored project do not return their reports by the deadline specified, ORSSP will freeze their account to ensure compliance.

For questions on effort reporting, please contact ORRSP.