



SEATTLE UNIVERSITY POLICY

Effort Certification Reporting for Externally Funded Sponsored Agreements

Approved By:

[Signature]
Assoc Provost

[Signature]
VP Finance + Admin.

Date Approved:

June 29, 2010

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Effective Date: Retroactive to March 15, 2010

Purpose

The verification of compensation for effort expended on sponsored agreements is a requirement in accordance with the provisions of the Office of Management and Budget (OMB) Circular A-21: Cost Principles for Educational Institutions, specifically noting Section J.10 "Compensation for personal services." As a recipient of federal funds, Seattle University is required to establish policies and procedures to ensure that employees are certifying their effort in order to provide a reasonable basis for distributing salary charges among major university functions (e.g., instruction, organized research, other sponsored agreements and other institutional activities).

Rationale

The detailed policies and procedures described herein provide assurances to all sponsors/funding agencies that the university is in compliance with requirements for allocating costs associated with salaries, wages, and fringe benefits to all sponsored agreements.

Definitions

Certify – to provide confirmation that the costs associated with salaries, wages, and fringe charged to a sponsored agreement are reasonably aligned with the actual effort expended on that same agreement.

Cost Transfer Form (CT) – the request to transfer charges from one account (sponsored or otherwise) to another within 90 days of the charge erroneously posting to said account. This form is also used for late (more than 90 days) cost transfer (LCT) requests. This request requires

