

Saint Louis University

Effort Reporting Form Instructions

For the Six-month Period Ending December 31, 2004

Federal regulations require annual effort certifications for all University employees whose salaries are charged to federally sponsored programs or whose salaries are charged to two or more cost activities. All Saint Louis University employees are required to report semi-annually at December 31 and June 30th of every year. This Effort Report is used to substantiate direct costs charged to sponsored programs as well as time devoted to departmental administration and all other SLU activities. Information relating to the latter two categories of effort is necessary in order to properly code and distribute indirect costs.

The effort percentage appearing in the column marked "HRS Salary Allocation" represents those salary dollars charged to each sponsored program adjusted by any Labor Expense Distribution Reallocations and divided by the employee's total salary. The space appearing in the column marked "Cost Sharing" is provided for the employee to identify any cost sharing arrangements that have been committed in the application documents. The column titled "NIH Salary Cap" is populated with a calculated percentage that makes the "Total Effort %" equal to the amount of effort that would be charged had there not been a salary cap. Please complete the column marked "Changes if Necessary" only if the percentage appearing in the "Total Effort %" column is different by 6% or more. We will follow up on this change to determine if further labor reallocations are necessary. The "Total Effort %" should agree with the effort percentages appearing in your progress reports, if applicable. The column marked "Total Effort %" should agree with your estimate of the total amount of effort that you have devoted to that sponsored account during the six-month period ending December 31, 2004.

If your report includes effort that has been charged to department alternate accounts, please identify to which sponsored program account your effort should or will be charged. You should prepare the appropriate Labor Expense Distribution Reallocation Form and a retroactive Electronic Personnel Action Form (EPAF) to accomplish the transfer of these salary dollars to the correct account at the appropriate time.

We realize that there are many reasons why the total effort charged to a sponsored account does not agree precisely with the effort percentage that was committed when the application was submitted. However, we ask that you take the time to consider how your effort has been charged during this period, and be aware of the commitment that you have made to the sponsor who funds your research. If the total effort related to a sponsored account does not substantially agree with the amount of effort that you had committed in the application, and the timing differences and/or changes with sponsor approval have not occurred, then it is incumbent upon you to take the action necessary to remedy that situation. This depends on the circumstances, but generally you must either provide Labor Expense Distribution Reallocations to properly allocate your salary dollars or you must obtain the sponsor's approval for a change in your committed effort. Please note that reductions in effort greater than 25% or leave of absences longer than three continuous months require prior approval from the sponsoring agency. You should attach your documentation of agency approval to your Effort Reporting form.

We ask that you complete the bottom portion of the form in order to comply with the federal requirement that 100% of your time be accounted for and also to help us to accurately allocate time and salaries to the appropriate indirect cost centers. **No salary reallocations will be made as a result of entries to Departmental Administration or to All Other SLU Activities.**

Check that the total of all percentages listed equals 100%, sign, date and **return the original** form to your department head as soon as possible.

