Research Administrators' Network (RAN) Meeting
Effort Resources
May 19, 2021

Effort Reporting & Certification
- Policy and Procedures – finance.umich.edu/finops/payroll/faculty/effort
- Standard Practice Guide – spg.umich.edu/policy/501.10
- Fall 2021 Processing – GSA Effort Report when working Fall Term – youtube.com/watch?v=rj84D4F4rzY&ab_channel=U-MHumanResources
- Fall 2021 Processing – GSA Effort Report when Summer and Fall Term – youtube.com/watch?v=py0HsBO-dwQ&ab_channel=U-MHumanResources

Medical School Effort Reporting Training & Resources
- Faculty & Staff Effort Reporting Resources – faculty.medicine.umich.edu/office-faculty-affairs/faculty-staff-effort-reporting-resources

How and When is Effort Certified

Who	How to Certify	When Reports Become Available	Certification Due Date
Faculty and Staff	Employee Self Service	Fiscal Year – April 1	August 15
Graduate Students (GSRA, GSI, GSSA)	Employee Self Service	Winter Term – Jan 1 Spring/Summer Term – May 1 Fall Term – Sept 1	April 30 August 31 December 31
Need to recertify	Employee Self Service	Day after DBE PAR approved	After administrator receives email
Unable to certify or recertify before inactivation	Administrator directed "As Needed Process"	N/A	Date of termination or lay-off status
Temporary Employees	Bi-Weekly Time Report	N/A	Payroll Cut-Off
Non-Instructional Sponsored Pool	Monthly / Bi-Weekly Time Report	N/A	Payroll Cut-Off

Internal Controls Gap Analysis and Procedure Templates
- Employment Process – finance.umich.edu/controls/tools

Understanding Effort
- Navigate Lunch & Learn Presentation – Effort – youtube.com/watch?v=dIUH6BA50wY&t=2s&ab_channel=ORSP%28Research%29andSponsoredPrograms%28Finance%29-UniversityofMichigan
- Navigate E-ssentials eLearning Modules: Understanding Effort and Effort Certification (two different modules) – orsp.umich.edu/training-workshops/e-ssentials-elearning-modules
- NCURA – Part I: Three Mantras of Effort – youtube.com/watch?v=dpkXqQ38m84&t=1s&ab_channel=NCURA1959
- NCURA – Part II: Talking with your Faculty About Effort – youtube.com/watch?v=yNDQX1TezbQ&ab_channel=NCURA1959

Uniform Guidance
- ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Retroactive Salary Transfers
- Policy and Procedures – finance.umich.edu/programs/rules/retroactive-salary-transfers
- Standard Practice Guide – spg.umich.edu/policy/501.09