

Effort Reporting & Certification Log (ERCL)

Name: Department: FTE: Reporting Period:

E/F*	Activity	Description	PI or PM	Subaccount	Role	Previous Period			Current Period:				
						Certified Monthly Effort (%)			Planned Monthly Effort (%)			Planned Quarterly Effort (%)	Planned Quarterly FTE
						Month 1	Month 2	Month 3	Month 1	Month 2	Month 3		
<i>*Effort Based/Fixed Fee, Sponsored Programs Administration (SPA) use only</i>						<i>Totals:</i>							

Employee completes at the beginning of reporting period

Attestation: By signing below, I attest that the above distribution represents an accurate accounting of my planned effort over the reporting period.

Employee Signature: _____ Date _____

PI(s) and PM(s) complete at the end of the reporting period

Certification: By signing below, I certify that I have a suitable means for verifying the effort expended by the employee noted above over the reporting period for the activities on which I am the Principal Investigator (PI) or Project Manager (PM) and that the distribution above is accurate.

PI/PM Signature: _____ Date _____

PI/PM Signature: _____ Date _____

PI/PM Signature: _____ Date _____

Employee Instructions

Planned monthly effort represents the percentage of your WMed working time that you commit to spend on each sponsored program. At the start of the reporting period, you need to:

1. Review your planned monthly effort with your PI(s) and/or PM(s).
 - Effort commitment is usually specified the grant/contract.
 - The total effort for each month must be 100%.
 - Any of your effort that cannot be directly charged to a sponsored program should fall under "Other Duties."
 - Contact SPA for help if you are unsure.
2. Make corrections as needed, alerting SPA to any adjustments.
3. Complete the Attestation and return this ERCL to SPA.

PI/PM Instructions

At the end of the reporting period, you need to:

1. Review the Employee's planned monthly effort on each sponsored program for which you are the PI/PM.
2. Complete the Certification and return this ERCL to SPA.

Contact SPA immediately if there is (or will be) a discrepancy between the planned effort distribution and the actual effort expended.