Georgia State University Policy

4.00.11 Personnel Effort Reporting

Policy Summary

Georgia State University requires certification for effort expended on any sponsored project. For financial reporting purposes, Georgia State University also requires employees to estimate the proportion of their University-funded effort that is expended on research and instruction.

Full Policy Text

For information on this policy, please see: [http://ursa.research.gsu.edu/ursa/resources/formsandpolicies/](http://ursa.research.gsu.edu/ursa/resources/formsandpolicies/)

Administration of Policy

Mandating Authority: Federal Office of Management and Budget

Responsible Office(s): University Research Services and Administration (Dalberg Hall, 3-3500)

Responsible Executive(s):

Policy History

Approving Body: Administrative Council

Rationale or Purpose

Application of the following policy and the related Personnel Effort Reporting procedures will ensure that Georgia State University complies with all applicable federal laws and regulations. This policy will ensure that the effort expended on sponsored projects is appropriately documented and justifies the salaries charged to those projects. Financial penalties and expenditure disallowances can occur if employees do not comply with this policy. All individuals involved in the effort certification process are expected to abide by the provisions of this policy and the related Personnel Effort Reporting Procedures. These individuals, including faculty, are expected to understand these policies and procedures and be able to converse effectively to co-workers, sponsoring agencies, and auditors if necessary.

Additional Information
Administrative Council October 2, 2007

Additional Helpful Resources