

Faculty and graduate Student Effort Certification Process

Effort certifications will be required twice a year from all faculty and graduate students who have received a stipend, supplemental pay or have had academic year salary allocated to a grant or contract. If the graduate student has graduated and is no longer available to sign the effort certification, the grant PI can sign for the student.

Effort Period	Date Range	Emailed by SPAR to faculty on:	Due back from faculty signed or with changes:
Fall Effort Reporting Period	August 15 to February 14	March 15	April 15
Spring Effort Reporting Period	February 15 to August 14	September 15	October 15

SPAR produces the Banner payroll report for all faculty and grad students who are paid directly from grants. This data set is then reviewed in detail to be sure that any journal entries for payroll corrections and faculty course releases can be accounted for in the data set.

The Manual Effort Certification Form is then completed for each person and routed through the Quali forms system to document the person's review and certification.