Policy on Project Director Responsibility for Effort Certification for Students Receiving Salary and Lump Sum Payments

Effective June 1, 2010, in accordance with federal regulations and auditor recommendations, Project Directors are to certify the effort of students receiving salary or lump sum payments for work on their projects. Each Project Director is responsible for monitoring the effort of their applicable employees and ensuring that actual effort levels are consistent with those for which employees are compensated.

An acknowledgement statement regarding this policy and the Effort Certification Form for the students will be sent to project directors when this policy is approved and as new projects are awarded. Both of these forms must be completed and accompany an applicable student PCF or Fellowship Agreement. The Office of Grants and Sponsored Research (OGSR) will check these forms for completion before the PCF or Fellowship Agreement is processed. The OGSR will send the effort certification form back to the Project Director near the end of each semester. The Project Director will review, make any necessary changes to, sign (certifying the effort of the student) and return the document to the OGSR in Newman Hall Room 108.

Note: Failure to process effort certification forms in a timely manner may result in suspension of access to grant and overhead funding. Any questions regarding this or other sponsored programs policy can be directed to Jared Littman, Director, Office of Grants and Sponsored Research at littmanj@stjohns.edu.