



Effort Certification

SSSW Office for Research

Policy Overview:

NYU complies with federal effort reporting requirements and has implemented a system to accumulate and document personal service costs charged to sponsored programs. The system is designed to ensure that the commitment indicated in a proposal and resulting award is met and in compliance with NYU and sponsor terms and conditions. It is implemented through time and effort reports for each person whose salary is charged to a sponsored program and/or cost sharing account during the reporting period. The PI must ensure that his or her own reported effort and the effort of all other personnel directly charged or otherwise committed to the project are accurate and reflect the work actually performed on the project during each reporting period. If the percentage of effort expended in a given effort reporting period is less than the percentage of salary charged to the sponsored project during the period, the salary charges must be reduced to reflect actual effort. For NYU's full policy on Time and Effort click [here](#).

Reporting Procedure:

Effort is confirmed, reported and certified based on an after-the-fact reporting system. Effort reports are prepared for three time periods: Fall semester, Spring semester and Summer term. A report of actual effort is generated using the Effort Reporting System (ERS). Each such effort report must be completed and certified in a timely manner after the department's receipt of the period's certification report. The SSSW Office for Research is responsible for "pre-reviewing" the certification report and making any necessary adjustments prior to the Principal Investigator's (PI) review. Once pre-review has been completed, ERS will send a notification email to the PI with instructions on how to log in to the system and certify for the given reporting period. To log in to ERS using your NYUHome ID and password, click [here](#).

Principal Investigator (PI) Role in Effort Certification:

Per NYU Policy, Principal Investigators have the following responsibilities:

- Providing reasonable estimates of effort expended in relation to the aims of the project and other University obligations
- Verifying that PI's and other non-faculty personnel time commitments on all activities, prior to and after certification, including instruction, research, and other department activities does not exceed 100%
- Alerting SSSW OFR of any overlap or discrepancy
- Complying with sponsor requirements regarding reduction in effort and change in status of self and, when required by the sponsor, of key personnel
- Certifying his or her effort and all other non-faculty personnel for the project
- Notifying SSSW OFR of any required adjustments to the T & E report
- Providing certification of effort to the departmental administrator in a timely manner upon receipt of e-mail notification of report availability

Detailed Instructions for certifying effort in ERS can be downloaded [here](#). If you have any additional questions about time and effort certification or need in person guidance using ERS, please contact silver.ofr@nyu.edu