

OSP

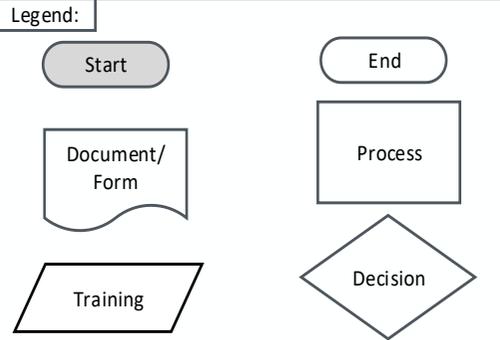
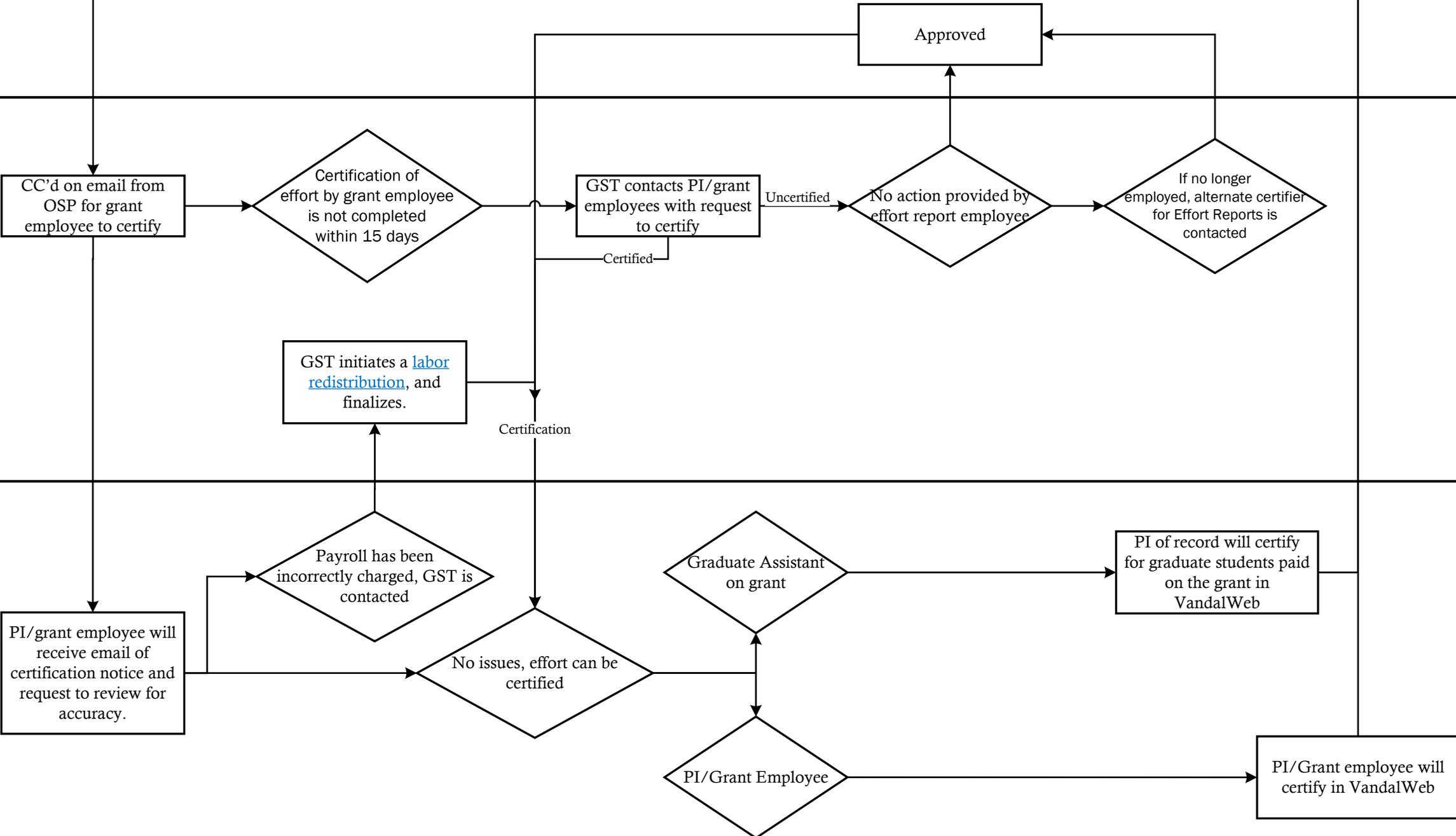
Dean/Chair

GST

PI / Grant Employee

OSP Cost Accounting sends effort report twice a year to effort report employee

OSP Cost Accounting receives and finalizes effort report



Notes:

- Effort Reporting is twice a year. (Early May/ Early December periods, link to schedule)
- The University is required by federal regulations and accounting standards to ensure that the apportionment of compensation for faculty, professional and other staff accurately reflects the work performed by these individuals in connection with sponsored projects.
- UI policy on effort reporting is in [APM 45.09](#).
- When is effort reporting done? Effort reporting is completed biannually.
- Instructions on [Effort Certification](#).
- Late or missing Effort Reports may result in an audit finding for the University. In addition to the significant audit risk, uncertified labor effort is unallowable effort. Failure to complete effort reports in a timely fashion may result in payroll being removed from sponsored project(s) and placed in a non-sponsored account.
- If there are any questions, please contact osp-effort@uidaho.edu

FILENAME	
BP Effort Reporting	
DRAWN BY	REVISED
Rodrigo Juarez	8/1/2023