

## 1315 FR.01 Completing the Effort Report Form Template

Revision Date: 4/2/14

If an individual devoted some percent of committed effort to a sponsored project and did not receive an Effort Report (ER) during normal initiation through the Effort Reporting System (ERS) or is leaving Yale before initiation of the applicable effort reporting period, a blank ER must be completed and certified.

- I. The covered individual is on the Executive Payroll.
- II. The covered individual is/was on sabbatical leave.
- III. The covered individual is paid 100% from a non-Yale source (e.g., the Howard Hughes Medical Institute, Veterans Affairs Connecticut Healthcare System).
- IV. The covered individual is leaving Yale mid-effort cycle.

If a situation occurs where an ER is not generated, it is the responsibility of the operations manager or lead administrator to download the Effort Report form template and complete the following steps:

1. Consult with the Principal Investigator (PI) and/or faculty member in order to complete the following:
  - a. Effort Reporting Period
    - i. Identify the Fall, Spring or Summer and calendar year.
  - b. Type
    - i. Identify the type of effort report
  - c. Name of Covered Individual, Title, Department (Home Org) and Job Code
  - d. Sponsored and Non-Sponsored Accounts
  - e. Account Description (Project Name/Sponsor or Non-Sponsor Award Number)
  - f. Actual Effort Percentages
    - i. **"Actual Effort Percentage" Definition:** The amount of time (expressed as a percentage of all activities) that was spent on an activity during the reporting period. Actual Effort Percentage would include actual effort promised to the sponsor in the proposal but paid with non-sponsored project funds.
2. **Total Effort** on the ER must = 100%
3. The appropriate certifier signs and dates the form.

If the effort report is for a staff member or student and it contains effort to multiple awards, please note that each award PI must certify the effort to his/her award. This may involve coordination between the covered individual's home department and the award owning organization.

The completed effort report template must be appropriately certified and kept on file in the department(s) in accordance with [Policy 1105](#) section 1105.7. The completed effort report template must also be forwarded to the Effort Reporting Central Administrator at [effort.reports@yale.edu](mailto:effort.reports@yale.edu).