

**Policy Owner: Office of Sponsored Programs**

Policy #: TBD (pending new numbering convention)  
Approved by: Laurie R Wilcox, Assoc. VP for Finance and Administration  
Policy Title: [Effort Certification and Reporting](#)  
Established: December 5, 2019  
Revised Date: n/a

**Purpose:**

This policy is to ensure proper stewardship of sponsor-provided resources as it relates to salaries and wages expensed to a grant and comply with USNH and Federal regulations.

**Policy:**

Principal Investors (PIs) of a sponsored grant must certify in a timely fashion that the amount of pay charge to their grants represents the appropriate level of effort of work provided on the grant for both themselves and anyone else paid against the grant. “Timely fashion” is being defined as within 30 days of receipt of the Effort Certification report.

Training and procedures related to effort certification and reporting can be found on the University’s Office of Sponsored Programs website.

Failure to review and certify effort reporting in a timely fashion will result in the following:

- The inability of the PI to submit another grant proposal
- The inability of the PI to be listed as a co-PI on another grant proposal
- Uncertified salary and wage expenses (including related fringe benefits) will be moved off of the grant and charged to the PI’s indirect cost share fund and/or home department budget.