



# Module 5 – Other Effort Report Options

This Job Aid summarizes material covered in ERS Training Module 5, and provides more detailed information about Cost Sharing, Enabling Multiple Certifications, and Adding a Sponsored Project to the Effort Report.

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# **Cost Sharing**

### **Definition of Cost Sharing**

Cost sharing represents that portion of the total project costs of a sponsored agreement that are not borne by the sponsor of the project. *Federal regulations require that only committed cost sharing be certified*. Committed cost sharing commitments are made at the time of proposal. If the proposal is awarded, the institution is then obligated to meet those commitments. Only committed <u>effort</u> is reported (non-effort based commitments, such as equipment or supplies is not part of effort certification).

#### **Cost Sharing on the Effort Report**

The **Total Effort** % displayed on the Effort Report is the sum of the **Adjusted Payroll** % column and the **Adjusted Cost Share** % column.

When you first open an effort report, the numbers in the **Adjusted Payroll** % default to the same numbers as those in the **Original Payroll** % column. The **Adjusted Cost Share** % is shown as 0%. ERS does not "flag" awards that have cost sharing commitments because our campus does not yet have a central cost sharing system. <u>Therefore, it is up to the Department, specifically the Reviewer and Certifier, to know what commitments were made.</u>

When you enter cost shared effort into the **Adjusted Cost Share** % column, remember that you must also subtract an equal amount from either **Non-Sponsored Activities or Other Sponsored Projects** (depending on who is paying for the cost sharing. However, it is very rare that another sponsor will allow their funds to be used for cost-sharing). This column must always total 0%.

Important: UCB requires a comment be added when a change is made to the **Adjusted Cost Share %** column. (See **Job Aid – Module 4 – Comments on Effort Reports** for details on what to add in the Comment field.)

Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>35%</u> 🔇	35 %	0 %	35%	35%
23644-13058-PHATL AST-0138348-LEE-7/07	<u>20%</u> 🔇	20 %	0 %	20%	20%
			ADD ADDITI	ONAL SPONSOR	ED PROJECT
Total Federally Sponsored Projects	55%	55%	0%	55%	55%
Other Sponsored Projects	<u>45%</u> 🕲	45 %	+ 0 %	45%	45%
Non-Sponsored Activities	<u>0%</u> 🕄	0 %	- 0 %	0%	0%
Total Other and Non-Sponsored	45%	45%	0%	45%	45%
Grand Total	100%	100%	0%	100%	100%
				UPDATE CA	ALCULATION
Report options:	menner <sup>8</sup> or m <sup>8</sup>	uires multiple certific ws for Add Cost Sha	ations. ring Against Other Spons	ored Projects.	
Add a comment:					~
	Comments can	be up to 255 charact	ers long. (Total character	rs: 0)	×
VIEW PAYROLL DETAILS			REVERT	CERTIFY EF	FORT REPOR
				0⇔ ⇔ Repor	t 20 of 38 ➪
Copyright 2005-2006, The Regents of					R8.2 B00

## Adjusting or Adding Cost Sharing: Non-Sponsored Project

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First, to add cost shared effort to a Sponsored Project requiring certification, enter the percent effort in the **Adjusted Cost Share %** column for that project.

Pay Periods: July 1, 2006 to September 30,	30, 2006 2006				
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	<u>26%</u> 🔇	26 %	0 %	26%	26%
			ADD ADDIT	IONAL SPONSOR	ED PROJECT
Total Federally Sponsored Projects	75%	75%	10%	75%	85%
Other Sponsored Projects	<u>0%</u> 🕲	0 %	+ 0 %	0%	0%
Non-Sponsored Activities	<u>25%</u> 🕄	25 %	- 0 %	25%	25%
Total Other and Non-Sponsored	25%	25%	0%	25%	25%
Grand Total	100%	100%	10%	100%	110%

After clicking "Update Calculation", the Effort Report no longer equals 100% after the **Cost Share %** was entered and the total adjusted cost share % changes to reflect the additional cost shared effort.

Service Period: July 1, 2006 to September Pay Periods: July 1, 2006 to September 30,					
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	<u>26%</u> 🔇	26 %	0 %	26%	26%
			ADD ADDIT	IONAL SPONSOR	ED PROJECT
Total Federally Sponsored Projects	75%	75%	10%	75%	85%
Other Sponsored Projects	<u>0%</u> 🕲	0 %	+ 0 %	0%	0%
Non-Sponsored Activities	<u>25%</u> 🕄	25 %	- 0 %	25%	25%
Total Other and Non-Sponsored	25%	25%	0%	25%	25%
Grand Total	100%	100%	10%	100%	110%

If the effort was funded from **Non-Sponsored Activities**, enter the equivalent effort amount on that line. The percentage should be the same. Notice that the amount is automatically reflected as a negative amount. (There is a minus sign in front of the non-sponsored activities adjusted cost share % box). It is not necessary to enter a minus sign.

The equivalent Cost Sharing % is entered in the **Non-Sponsored Activities** row. When the equal percentage (in this case, 20%) is entered in the **Non-Sponsored Activities** line, the **Grand Total** % balances to 100%.

Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	<u>26%</u> 💽	26 %	0 %	26%	26%
			ADD ADDIT	IONAL SPONSOR	ED PROJECT
Total Federally Sponsored Projects	75%	75%	10%	75%	85%
Other Sponsored Projects	<u>0%</u> 🔇	0 %	+ 0 %	0%	0%
Non-Sponsored Activities	<u>25%</u> 🕲	25 %	- 10 %	25%	15%
Total Other and Non-Sponsored	25%	25%	-10%	<mark>25%</mark>	15%
Grand Total	100%	100%	0%	100%	100%

### Adjusting or Adding Cost Sharing: Sponsored Project

In the unusual circumstance where a non-federal sponsor agrees to pay for effort devoted to a federally sponsored project, it is necessary to reduce the amount of effort shown on the **Other Sponsored Projects** and to increase the effort shown on the federally sponsored project.

This is a rare situation, so the cost sharing offset must be enabled by checking the box for **Report Allows for Cost Sharing from Other Sponsored Projects** in the **Report Options** section. You will receive an ERS alert asking you to confirm that another sponsor has agreed to cost share this effort.

Edit Report View/History Co	mment Log				
Version: 2.1 (12/13/2007 10:55)   Status: Service Period: July 1, 2006 to Septembe Pay Periods: July 1, 2006 to September 3	r 30, 2006				
Federally Sponsored Projects	RS ALERT			Original Total %	Total Effort %
10068-24198 AST-0321309-BLITZ-07/07		re that you want to a gainst Other Sponso		24%	24%
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	This optio	.: n should only be sel ias granted explicit p		24%	24%
	allowing e	fort to be charged to		IONAL SPONSOR	ED PROJECT
Total Federally Sponsored Project	sponsore			48%	48%
Other Sponsored Projects		CANCEL	ок	52%	52%
Non-Sponsored Activities	<u>0%</u> 🕄	0 %	- 0 %	0%	0%
Total Other and Non-Sizonsored	52%	52%	0%	52%	52%
Grand Total	100%	100%	0%	100%	100%
				UPDATE C	ALCULATION
Report options:	Report requ	ires multiple certifica	ations.		_
	Report allov	vs for Allow Cost Sh	aring Against Other Spo	nsored Projects.	
Add a comment:					
					<u>19</u>
	Comments can I	be up to 255 charact	ers long. (Total characte	ers: 0)	
VIEW PAYROLL DETAILS			RÉVERT	CERTIFY EF	FORT REPORT
				I⇔ ⇔ Repor	t 13 of 38 🗘 🗘

When this feature is enabled, ERS displays an additional row under **Other Sponsored Projects**, with a new field in the **Adjusted Cost Share** % column. This field is used to subtract effort from **Other Sponsored Projects** when you need to add cost sharing to a Sponsored Project. ERS attributes the cost sharing to the **Other Sponsored Projects** total; it is not source-specific.

Important: UCB requires a comment be added when the **Cost Sharing from Other Sponsored Projects** functionality is activated. (See **Job Aid – Module 4 – Comments on Effort Reports**.)

Edit Report View/History Con	mment Log				
Version: 2.1 (12/13/2007 10:55)   Status: Service Period: July 1, 2006 to September Pay Periods: July 1, 2006 to September 30	r 30, 2006				
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10068-24198 AST-0321309-BLITZ-07/07	<u>24%</u> 🔇	24 %	10 %	24%	34%
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>24%</u> 🔇	24 %	0 %	24%	24%
			ADD ADDITI	IONAL SPONSOR	ED PROJECT
Total Federally Sponsored Projects	48%	48%	10%	48%	58%
Other Sponsored Projects	<u>52%</u> 🕲	52 %	+ 0 %	52%	52%
		· · · · · · · · · · · · · · · · · · ·	- 10 %		-10%
Non-Sponsored Activities	<u>0%</u> 🕄	0%	- 0 %	0%	0%
Total Other and Non-Sponsored	52%	52%	-10%	52%	42%
Grand Total	100%	100%	0%	100%	100%
				UPDATE CA	ALCULATION
Report options:	C Report requ	uires multiple certific	cations		
	The second se	1 100 100 To 100 100	haring Against Other Spon	isored Projects.	1
Add a comment:	checkbox ac under Other	ctivated becau r Sponsored Pr	nst Other Sponsore use the grant ABCD rojects agreed to or his effort on 1	DE-12345 lis pay 10% of	sted Dr.
	Comments can	be up to 255 charac	cters long. (Total character	rs: 216)	
VIEW PAYROLL DETAILS			REVERT	E CERTIFY EF	FFORT REPORT
				0⇔ ⇔ Repor	t 13 of 38 🖒 🗘
Conviriant 2005-2006 The Regents of	f the University of	California, All rights	reserved		R8 2 B001

# **Enabling Multiple Certifications**

Effort Reports must be certified by an individual who has first hand knowledge of the work performed. Sometimes more than one person has this knowledge. The Multiple Certification feature allows each sponsored project line of an Effort Report to be certified individually.

### An Effort Report may require multiple certifications when:

→ An individual works on more than one sponsored project under more than one PI, and no single PI has first hand knowledge of <u>all</u> the work performed by the individual.

Note: It will be up to the Effort Report Coordinator and the Certifiers to determine when to use this feature. It is not mandatory to use it when someone works for more than one PI as long as one of them works closely enough with that individual to certify the report in its entirety.

### Steps to enabling multiple certifications on an Effort Report:

1. On the Effort Report page, check the box for Report requires multiple certifications.

Service Period: July 1, 2006 to September Pay Periods: July 1, 2006 to September 30			orthe	report have be	en cenned.	
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %	Line Certified
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	0 %	49%	49%	Г
23512-12067 WSP-P033A060638 06-07 On	<u>26%</u> 🔇	26 %	0 %	26%	26%	E
N			ADD ADDITIONA	L SPONSORE	PROJECT	
Total Federally Sponsored Projects	75%	75%	0%	75%	75%	
Other Sponsored Projects	<u>0%</u>	0 %	+ 0 %	0%	0%	
Non-Sponsored Activities	<u>25%</u> 🔇	25 %	- 0 %	25%	25%	
Total Other and Non-Sponsored	25%	25%	0%	25%	25%	
Grand Total	100%	100%	0%	100%	100%	
			[	UPDATE CAL	CULATION	
Report options:	Report re	quires multiple ce	rtifications.			
	Report al	lows for Add Cost	Sharing Against Othe	r Sponsored I	<sup>o</sup> rojects.	
Add a comment:					<u>_</u>	D
	Comments ca	in he un to 255 ch	aracters long. (Total c	haracters: 0)	~	

This section is located towards the bottom of the screen, directly above the Comments box.

2. ERS will issue an alert that the requested change will result in each line of the Effort Report requiring individual certification. Click **OK** to confirm.



3. A new **Line Certified** column now appears on the far right side of the Effort Report. For each sponsored project, a check box appears in this column.

Service Period: July 1, 2006 to September Pay Periods: July 1, 2006 to September 30			of the	report have be	en certified.	
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %	Line Certified
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	0 %	49%	49%	E
23512-12067 WSP-P033A060638 06-07 On	<u>26%</u> 🔇	26 %	0 %	26%	26%	Б
N		in differen	ADD ADDITIONA	AL SPONSORED	PROJECT	
Total Federally Sponsored Projects	75%	75%	0%	75%	75%	
Other Sponsored Projects	<u>0%</u> (2)	0 %	+ 0 %	0%	0%	
Non-Sponsored Activities	<u>25%</u> 🕲	25 %	- 0 %	25%	25%	
Total Other and Non-Sponsored	25%	25%	0%	25%	25%	
Grand Total	100%	100%	0%	100%	100%	
				UPDATE CAL	CULATION	
Report options:		quires multiple ce lows for Add Cost	rtifications. Sharing Against Othe	r Sponsored F	Projects.	
Add a comment:					<	
	Comments ca	n be up to 255 ch	aracters long. (Total c	haracters: 0)		

- Enter a comment in the comments field. Note: UCB requires a comment be added when the Report requires multiple certifications functionality is activated. (See Job Aid – Module 4 – Comments on Effort Reports for details on what to add in the Comment field.)
- 5. The Effort Report can now be certified by the individuals who have first hand knowledge of the work performed.

**Note:** If your PI certifies a line on an Effort Report that is later changed back to NOT requiring multiple certifications, your PI's certification will be eliminated. If your PI is the appropriate person to certify this entire Effort Report, s/he must come back to the Effort Report to certify it.

## Adding a Sponsored Project

ERS generates Effort Reports based on <u>payroll activity</u>. Therefore, in order for a sponsored project to appear on a system-generated Effort Report, the person must have been paid on the sponsored project during the reporting period.

If the person was NOT paid on the sponsored project, but contributed effort during the reporting period, the sponsored project will need to be added to the Effort Report.

#### Examples of when a sponsored project needs to be added to an Effort Report:

- → when an employee committed to spend effort on an awarded project but did not request any funding from the sponsor (committed cost-sharing), that employee must certify that the committed effort was expended on that sponsored project
- → when a payroll expense transfer is in progress to move an employee's salary to a new award (the award must already be in the system in order to add it to an Effort Report)

**Note:** Only awards with an existing Fund number can be added. If PIs and/or staff plan to start working on an award even though the award will not be received until after the start date, it is critical that the Departments utilize the SPO/EFA fund advance process as explained on the EFA website: <u>http://extramuralfundsaccounting.berkeley.edu/POLICY/cgpolicyindex.htm3</u>. No one should be working on an award that has not yet been set up by SPO and EFA.

ederally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
1060-24198 SF-AST-0540690-BLITZ-02/08	<u>73%</u> ©	73 %	10 %	73%	83%
	Ι		ADD ADDIT	IONAL SPONSOR	ED PROJECT
otal Federally Sponsored Projects	73%	73%	10%	73%	83%
ther Sponsored Projects	<u>0%</u> ©	0 %	+ 0 %	0%	0%
on-Sponsored Activities	<u>27%</u> 🕑	27 %	- 10 %	27%	17%
otal Other and Non-Sponsored	27%	27%	-10%	27%	17%
rand Total	100%	100%	0%	100%	100%
				UPDATE CA	LCULATION
Report options:		ires multiple certific vs for Allow Cost Sh	ations. aring Against Other Spo	nsored Projects.	
	15				

#### Steps to adding a sponsored project on an Effort Report:

#### 1. On the Effort Report page, click the Add Additional Sponsored Project button.

A new browser window opens with the **Add Additional Project** page. *Note:* Only Funds that require effort certification will appear on this page.

ERS :: ADD ADDITIONAL PROJECT			×ci
C.	)isplay projects where any field contains or equals:	Filter Reset	
Project ID 👻	Project Title	<u>PI</u>	
00716-15240 🔇	NIH-BARKER HALL RM 418 HVAC UP		Select
00719-15240 🕲	NEH-Library Renovations		Select
00720-15240 🔇	NASA-LHS Planetarium Exhibit		Select
00721-15240 🕘	NSF Hasting Nat'l Histr Reserv		Select
10000-10805 💽	CHE-0233882-KLINMAN2/06-11/11		Select
10000-10805-CCJPK 🔕	CHE-0233882-KLINMAN2/06-11/11		Select
10001-10935 🕘	CMS-0301521-REIMER3/05-11/11		Select
10001-10935-CEJAR 🔇	CMS-0301521-REIMER3/05-11/11		Select
10002-24387 🕘	SES-0242000-JONES-2/07-FNL	JONES, CHARLES I.	Select
10003-23845 🔇	CMS-0301719-HOROWITZ-3/09	HOROWITZ, ROBERTO	Select
10003-23845-EKHOR 🔇	CMS-0301719-HOROWITZ-3/09	HOROWITZ, ROBERTO	Select
10004-24387 🕘	SES-0315192-H07/04-11/11		Select
10005-23800 🔇	DMS-0301282-POONEN-9/0311/11		Select
10005-23800-NDSRS 🔇	DMS-0301282-POONEN-9/0311/11	SANDERS, SETH R	Select
10006-23894 💽	BES-0303627-SEDLAK10/06-FNL	SEDLAK, DAVID L	Select

2. Find the project to add to the Effort Report by typing any part of the Fund-Org, Award ID, Award Title or PI Name into the search field at the top of the page and clicking the **Filter** button.

ERS :: ADD ADDITIONAL PROJECT			× Clos
Display projects w	here any field contains or equals: blitz	Filter Reset	
Project ID 🔻	Project Title	k <u>P</u> I	
10068-24198 💽	AST-0321309-BLITZ-07/07	BLITZ, LEO	Selec
10101-24197 🕘	AST-0228963-BLITZ7/06-11/11	BLITZ, LEO	Selec
10988-24197 💽	NSF-AST-0540567-BLITZ-05/08	BLITZ, LEO	Selec
10988-24197-NPSAL 🔇	NSF-AST-0540567-BLITZ-05/08	BLITZ, LEO	Selec
11060-24198 🔇	NSF-AST-0540690-BLITZ-02/08	BLITZ, LEO	Selec
78869-24182-NPLBX 🔇	FD ADV CIT-BLITZ-11/07	BLITZ, LEO	Selec
Display 🔽 🔽 projects per page		10 🕈 displaying	1 to 6 (6) 🕸 🖷
Display 20 💽 projects per page		uter en displaying	1 10 6 (6) 🗣

3. Select a project to add to the Effort Report by clicking the **Select** button associated with the project. *This may close the browser window for the* **Add Additional Project** page.

The new project with 0% effort is added to the Effort Report. If the wrong project has been added, click the 🗵 button to delete it.

Note: When the mouse is rolled over each project ID, a dialog box appears with additional information about the project.

Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	<u>49%</u> 🔇	49 %	0 %	49%	49%
23512-12067 NSP-P033A060638 06-07 On	<u>26%</u> 🔇	26 %	0%	26%	26%
PI: INVESTIGATOR, JOSEF	PH			DNAL SPONSOR	ED PROJECT
Total Federa Award Title: THE EFFECTS	OF CIRCADIAN PHAS			7 <mark>5%</mark>	75%
Sponsor/Funding Agency Other Spons Sponsor Award #:	ED ASST SECRET	ARY FOR POSISECON	NDARY EDUCATION (WOR	0%	0%
Non-Sponsored Activities	<u>25%</u> 🔇	25 %	- 0 %	25%	25%
	0.54	25%	0%	25%	25%
Total Other and Non-Sponsored	25%	2070			
02 SERVICES	100%	100%	0%	100%	100%
9 8794989993		037.40 2020.200	0%	100% UPDATE CA	
Total Other and Non-Sponsored Grand Total Report options:	100%	037.40 2020.200			
Grand Total	100%	100%		UPDATE CA	

4. Update the effort for the newly added project. See above section titled Cost Sharing and Job Aid – Module 4 – Reviewer Responsibilities for more information.