JOB AID

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.

This Job Aid covers the following topics:

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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 effort is reported (non-effort based commitments, such as equipment or supplies is not part of effort certification).

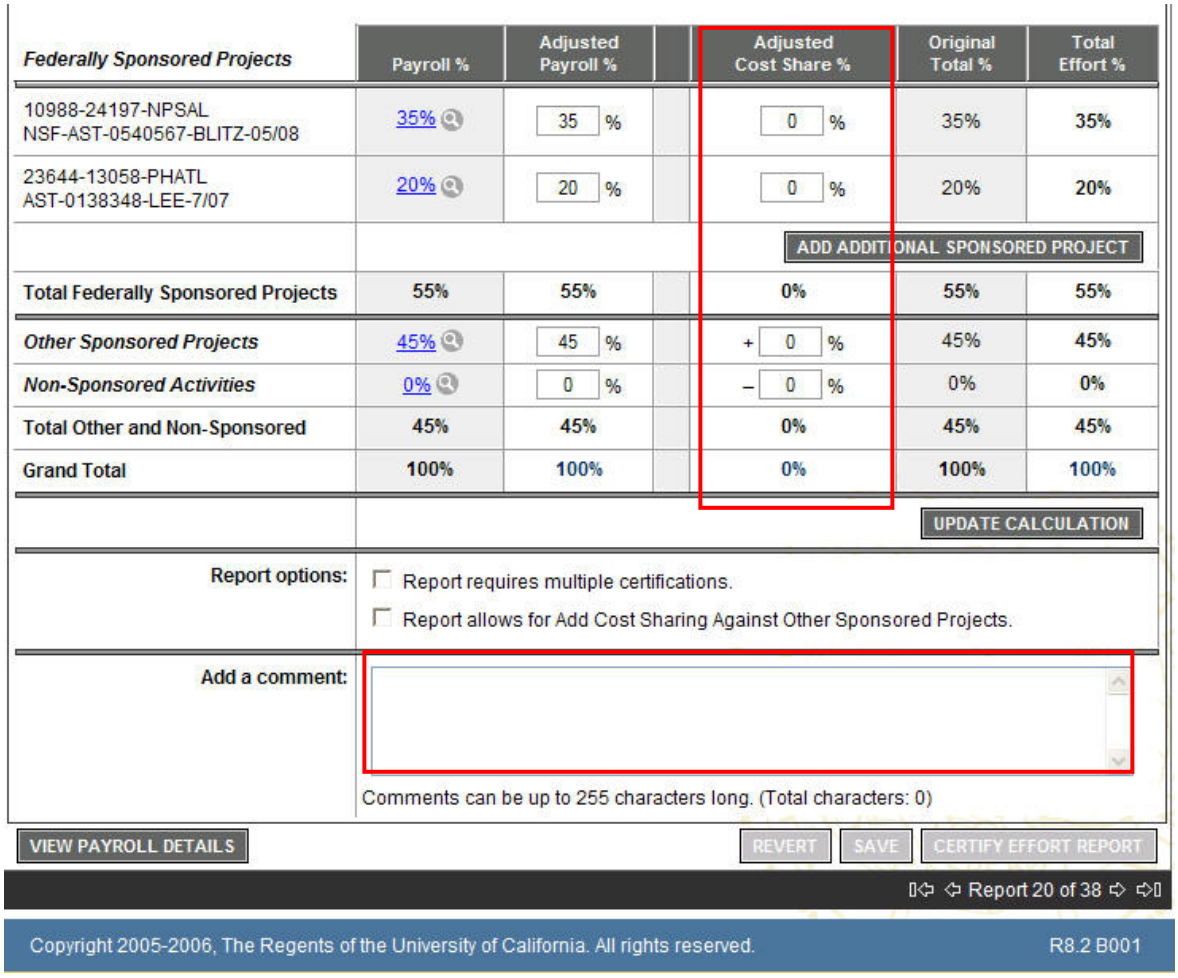
Cost Sharing on the Effort Report

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. Therefore, it is up to the Department, specifically the Reviewer and Certifier, to know what commitments were made.

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	35%	35 %		0 %	35%	35%
23644-13058-PHATL AST-0138348-LEE-7/07	20%	20 %		0 %	20%	20%
				ADD ADDITIONAL SPONSORED PROJECT		
Total Federally Sponsored Projects	55%	55%		0%	55%	55%
Other Sponsored Projects	45%	45 %		+ 0 %	45%	45%
Non-Sponsored Activities	0%	0 %		– 0 %	0%	0%
Total Other and Non-Sponsored	45%	45%		0%	45%	45%
Grand Total	100%	100%		0%	100%	100%
				UPDATE CALCULATION		

Report options:
- Report requires multiple certifications.
- Report allows for Add Cost Sharing Against Other Sponsored Projects.

Add a comment:

Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILS | REVERT | SAVE | CERTIFY EFFORT REPORT

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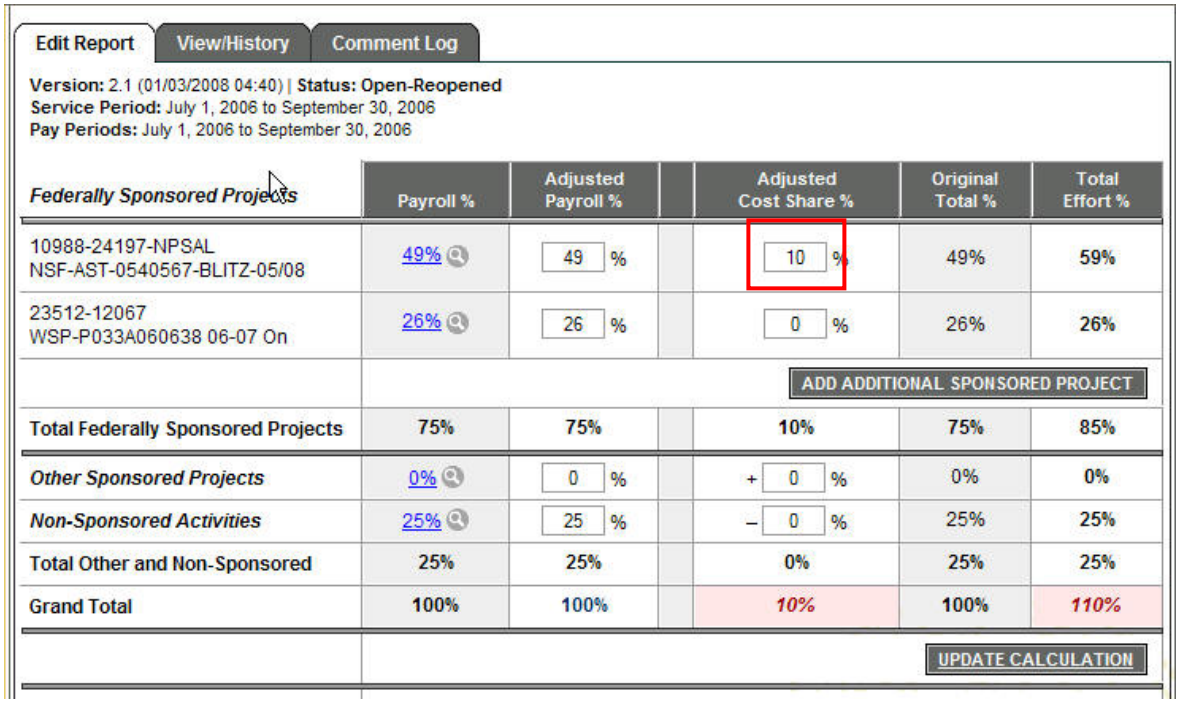
Adjusting or Adding Cost Sharing: Non-Sponsored Project

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.

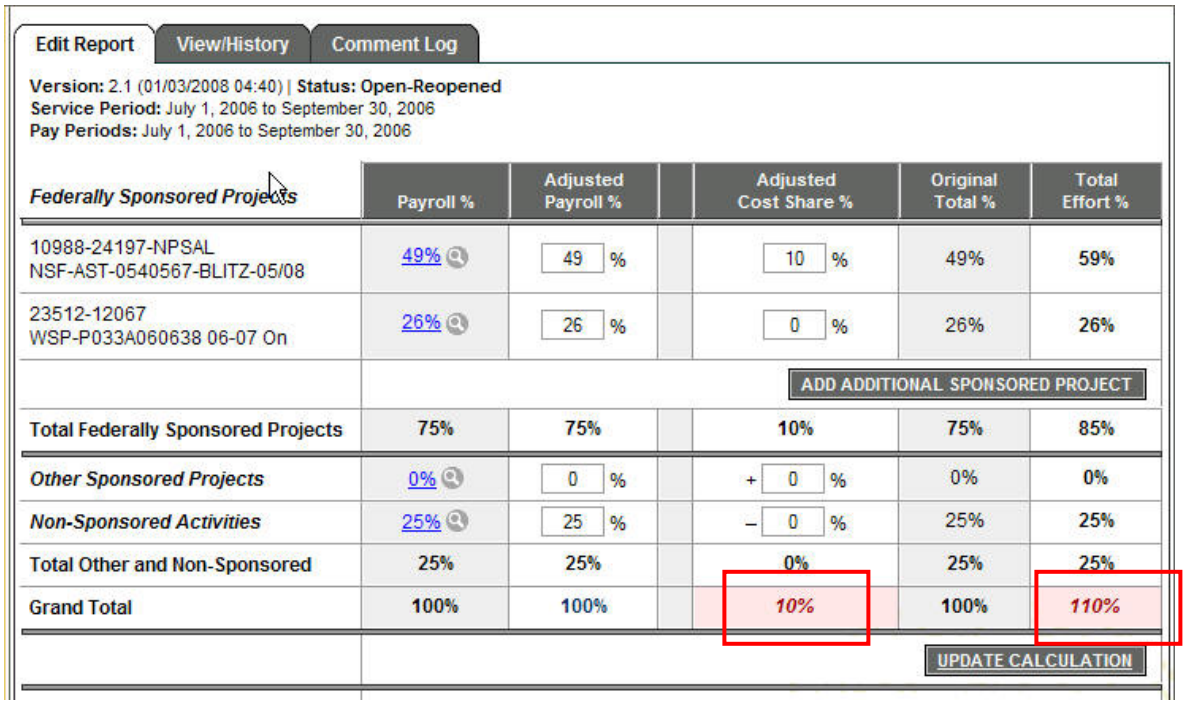


Edit Report | View/History | Comment Log

Version: 2.1 (01/03/2008 04:40) | **Status:** Open-Reopened
Service Period: July 1, 2006 to September 30, 2006
Pay Periods: July 1, 2006 to September 30, 2006

Federally Sponsored Projects	Payroll %	Adjusted Payroll %		Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	49%	49 %		10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	26%	26 %		0 %	26%	26%
				ADD ADDITIONAL SPONSORED PROJECT		
Total Federally Sponsored Projects	75%	75%		10%	75%	85%
Other Sponsored Projects	0%	0 %		+ 0 %	0%	0%
Non-Sponsored Activities	25%	25 %		– 0 %	25%	25%
Total Other and Non-Sponsored	25%	25%		0%	25%	25%
Grand Total	100%	100%		*10%*	100%	*110%*
				UPDATE CALCULATION		

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.



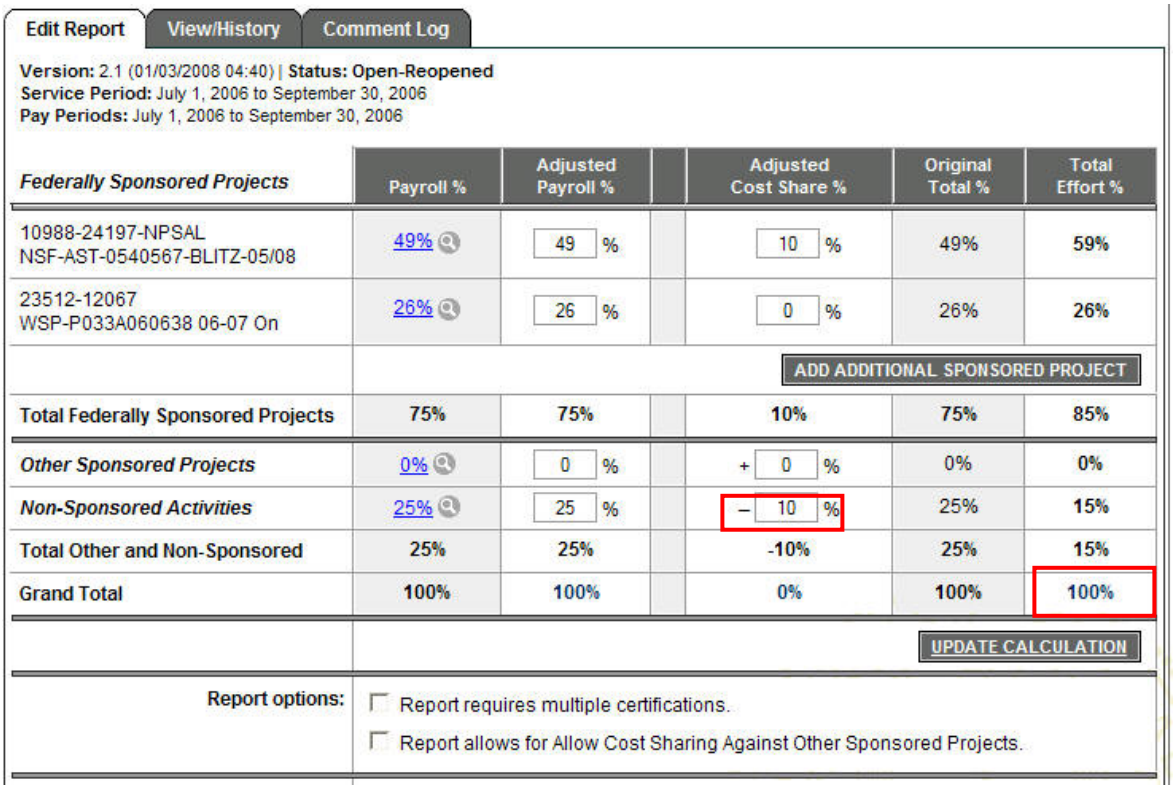
Edit Report | View/History | Comment Log

Version: 2.1 (01/03/2008 04:40) | **Status:** Open-Reopened
Service Period: July 1, 2006 to September 30, 2006
Pay Periods: July 1, 2006 to September 30, 2006

Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	49%	49 %	10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	26%	26 %	0 %	26%	26%
			ADD ADDITIONAL SPONSORED PROJECT		
Total Federally Sponsored Projects	75%	75%	10%	75%	85%
Other Sponsored Projects	0%	0 %	+ 0 %	0%	0%
Non-Sponsored Activities	25%	25 %	– 0 %	25%	25%
Total Other and Non-Sponsored	25%	25%	0%	25%	25%
Grand Total	100%	100%	*10%*	100%	*110%*
				UPDATE CALCULATION	

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%.



Edit Report | View/History | Comment Log

Version: 2.1 (01/03/2008 04:40) | **Status:** Open-Reopened
Service Period: July 1, 2006 to September 30, 2006
Pay Periods: July 1, 2006 to September 30, 2006

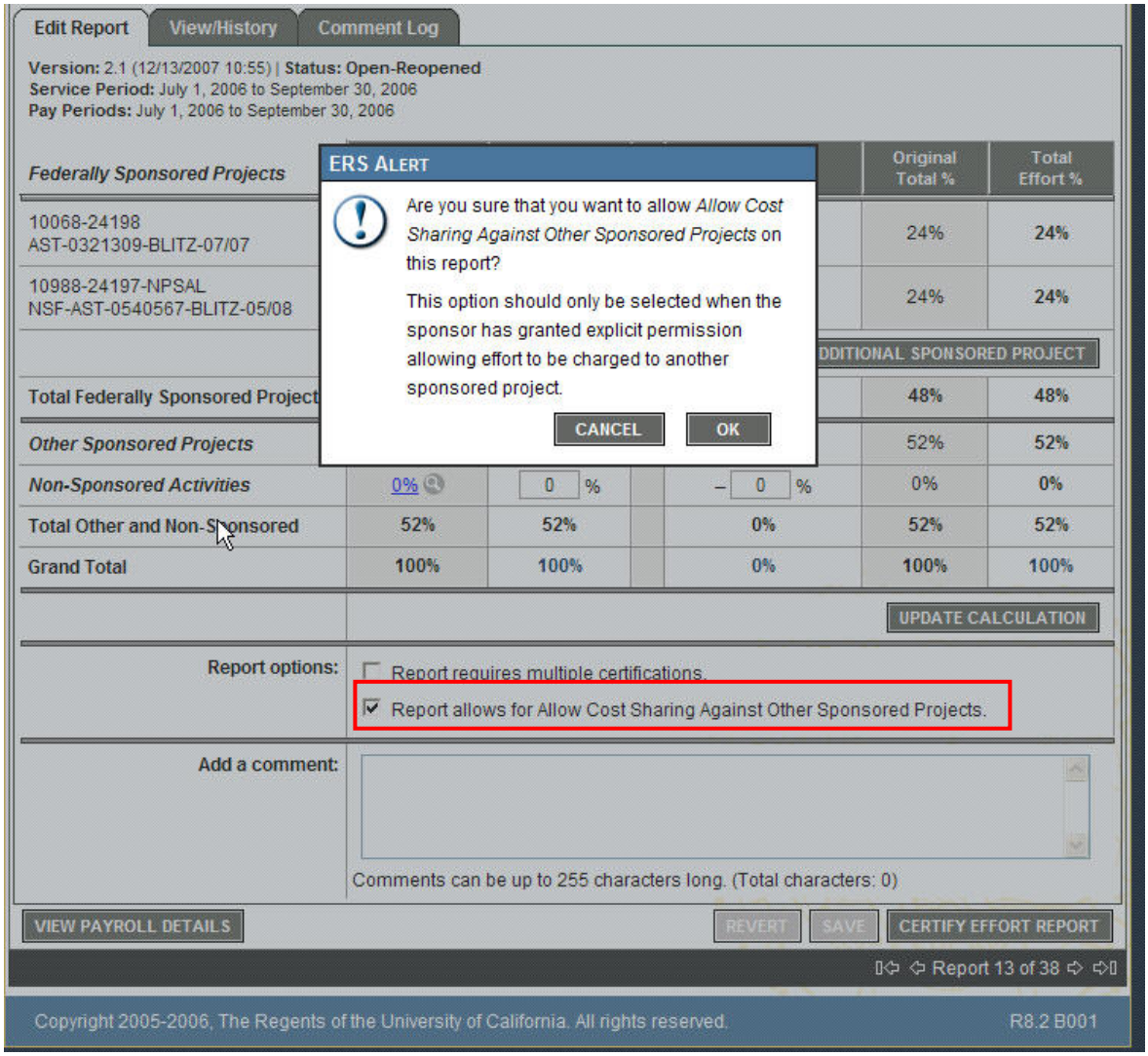
Federally Sponsored Projects	Payroll %	Adjusted Payroll %	Adjusted Cost Share %	Original Total %	Total Effort %
10988-24197-NPSAL NSF-AST-0540567-BLITZ-05/08	49%	49 %	10 %	49%	59%
23512-12067 WSP-P033A060638 06-07 On	26%	26 %	0 %	26%	26%
			ADD ADDITIONAL SPONSORED PROJECT		
Total Federally Sponsored Projects	75%	75%	10%	75%	85%
Other Sponsored Projects	0%	0 %	+ 0 %	0%	0%
Non-Sponsored Activities	25%	25 %	– 10 %	25%	15%
Total Other and Non-Sponsored	25%	25%	-10%	25%	15%
Grand Total	100%	100%	0%	100%	100%
				UPDATE CALCULATION	

Report options:
- ☐ Report requires multiple certifications.
- ☐ Report allows for Allow Cost Sharing Against Other Sponsored Projects.

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
Comment Log
Version: 2.1 (12/13/2007 10:55) | Status: Open-Reopened
Service Period: July 1, 2006 to September 30, 2006
Pay Periods: July 1, 2006 to September 30, 2006
Federally Sponsored Projects
Original Total %
Total Effort %
10068-24198
AST-0321309-BLITZ-07/07
24%
24%
10988-24197-NPSAL
NSF-AST-0540567-BLITZ-05/08
24%
24%
ADDITIONAL SPONSORED PROJECT
Total Federally Sponsored Project
48%
48%
Other Sponsored Projects
52%
52%
Non-Sponsored Activities
0%
0 %
– 0 %
0%
0%
Total Other and Non-Sponsored
52%
52%
0%
52%
52%
Grand Total
100%
100%
0%
100%
100%
UPDATE CALCULATION
Report options:
Report requires multiple certifications.
Report allows for Allow Cost Sharing Against Other Sponsored Projects.
Add a comment:
Comments can be up to 255 characters long. (Total characters: 0)
VIEW PAYROLL DETAILS
REVERT
SAVE
CERTIFY EFFORT REPORT
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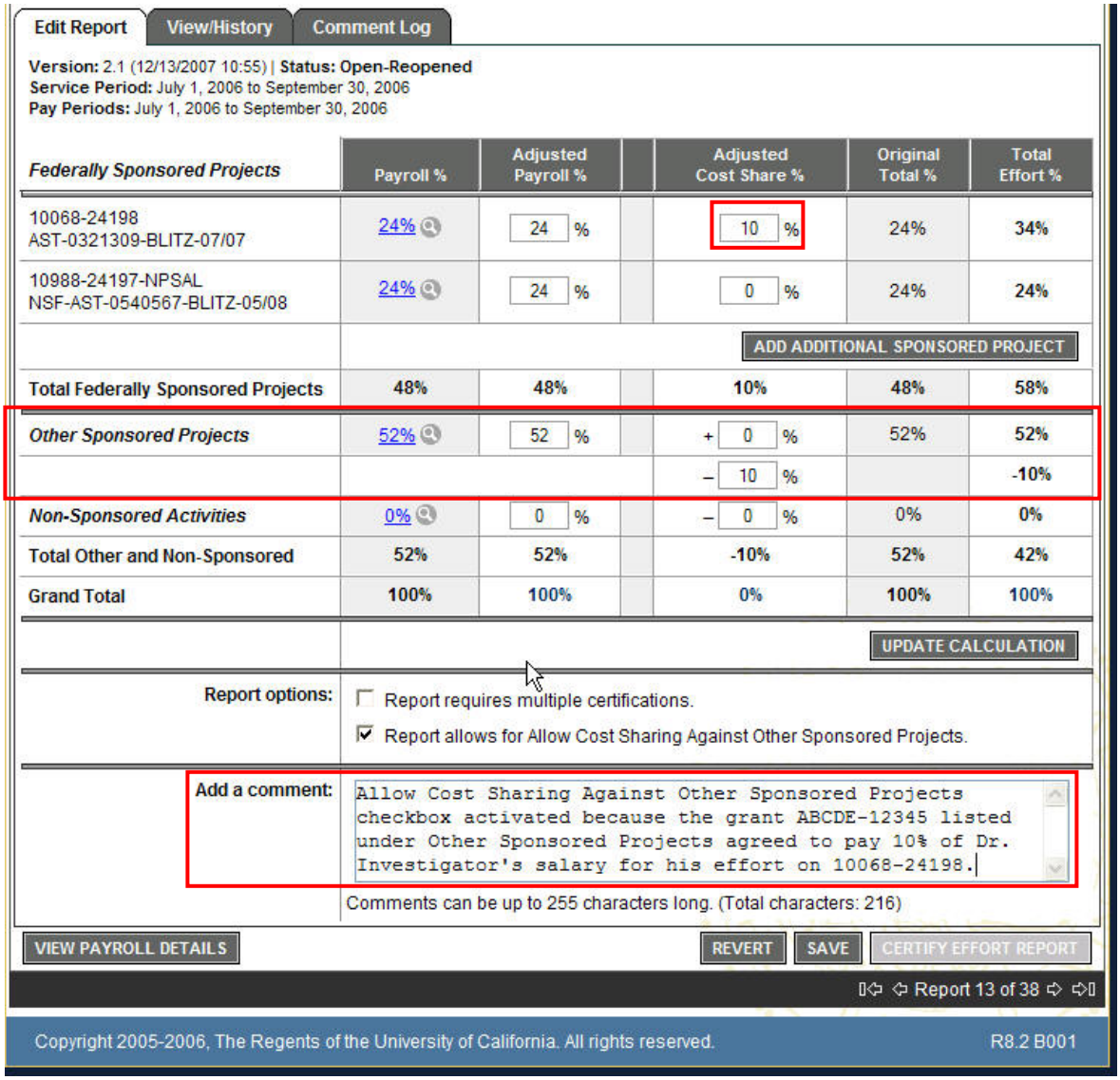
R8.2 B001
ERS ALERT
Are you sure that you want to allow Allow Cost Sharing Against Other Sponsored Projects on this report?
This option should only be selected when the sponsor has granted explicit permission allowing effort to be charged to another sponsored project.
CANCEL
OK

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**.)



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.

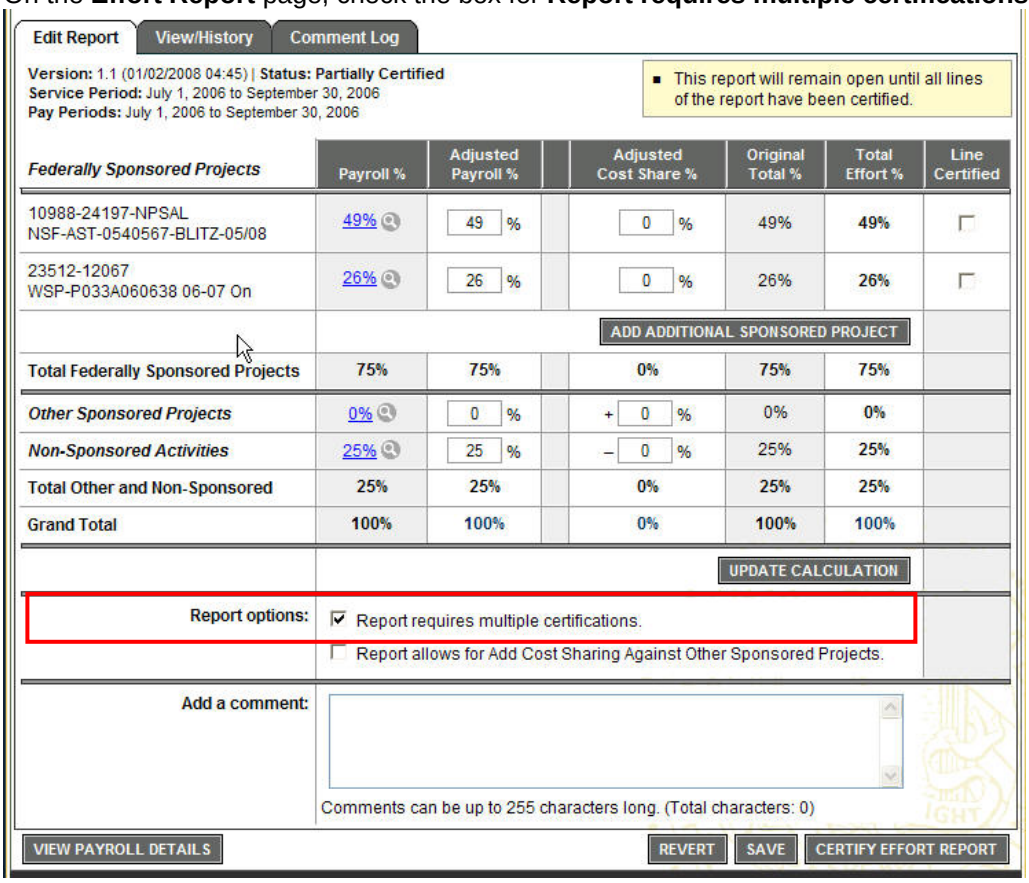
An Effort Report may require multiple certifications when:

→ An individual works on more than one sponsored project under more than one PI, and no single PI has first hand knowledge of **all** 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.

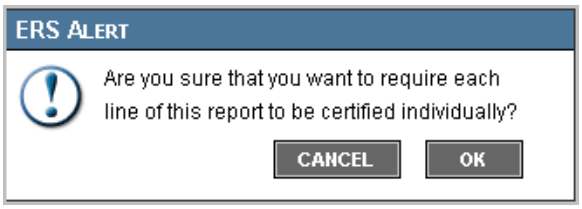
Steps to enabling multiple certifications on an Effort Report:

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

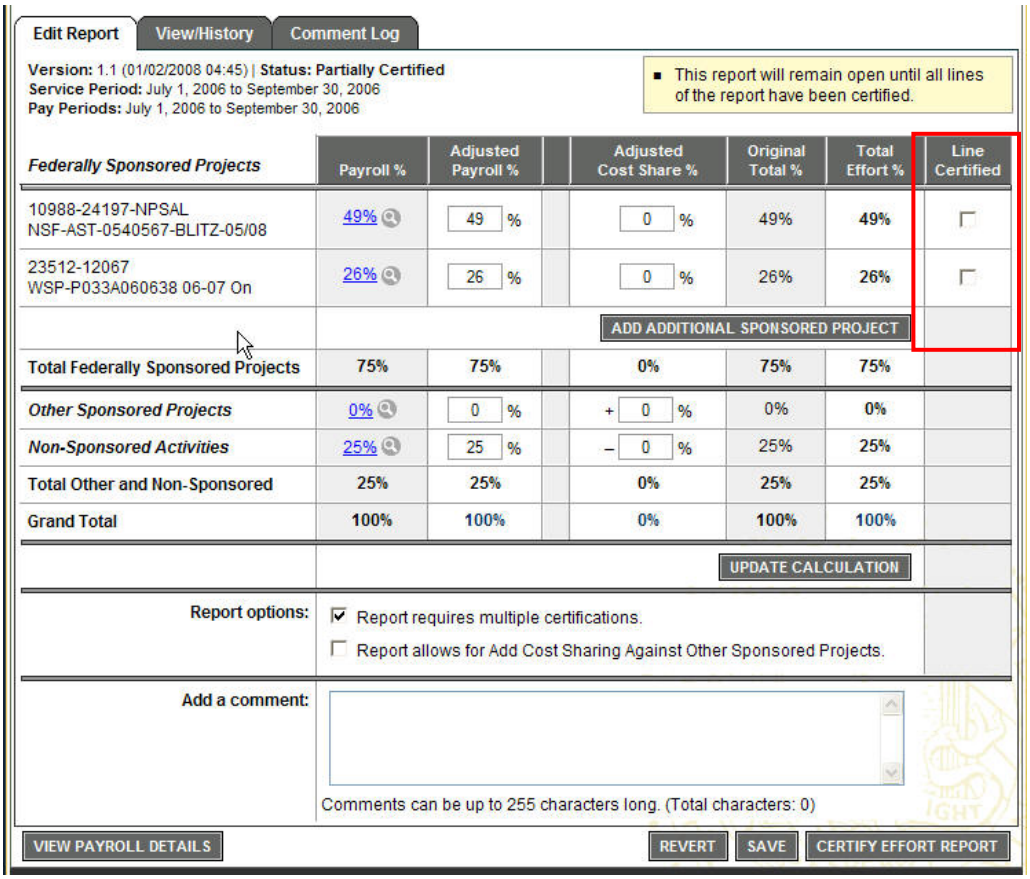


This section is located towards the bottom of the screen, directly above the Comments box.

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.



4. 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 payroll activity. 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.

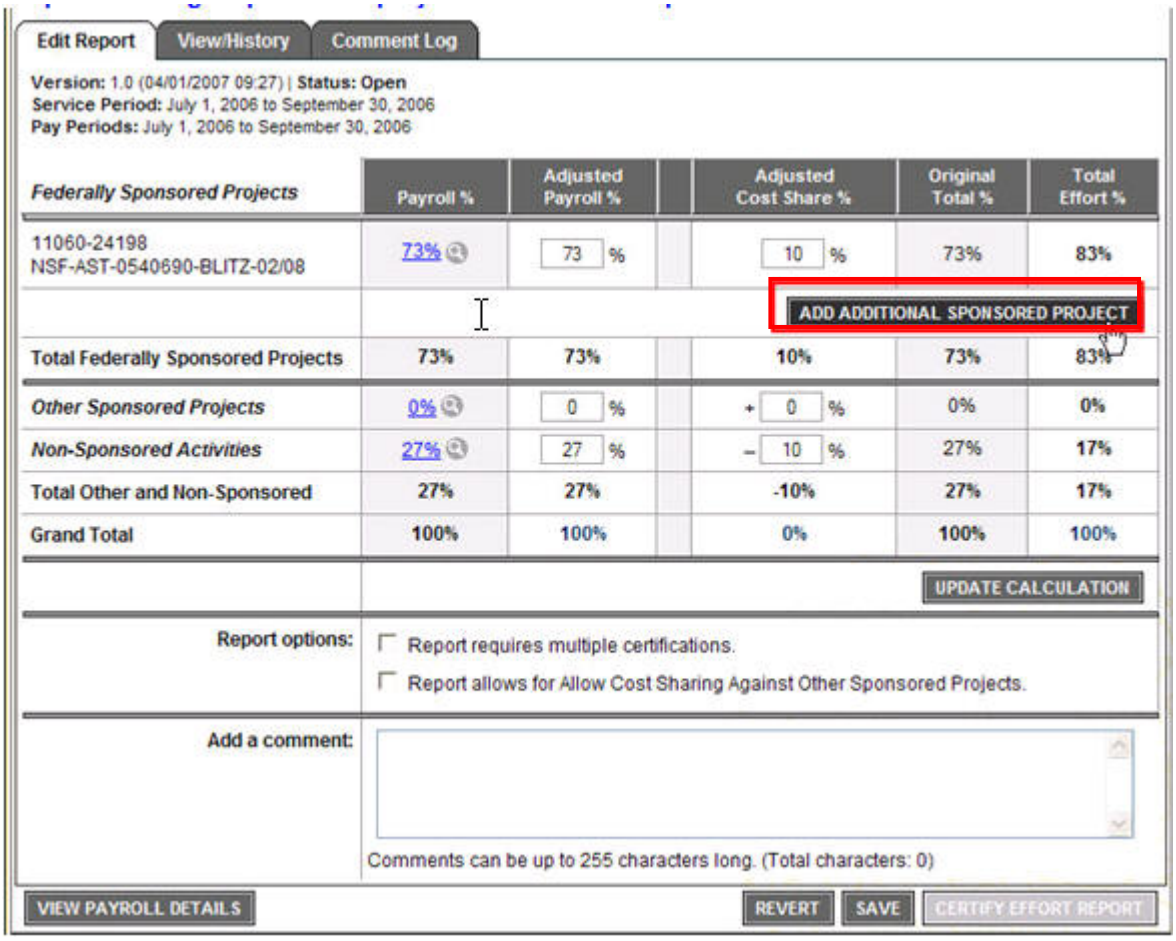
Examples of when a sponsored project needs to be added to an Effort Report:

→ 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)

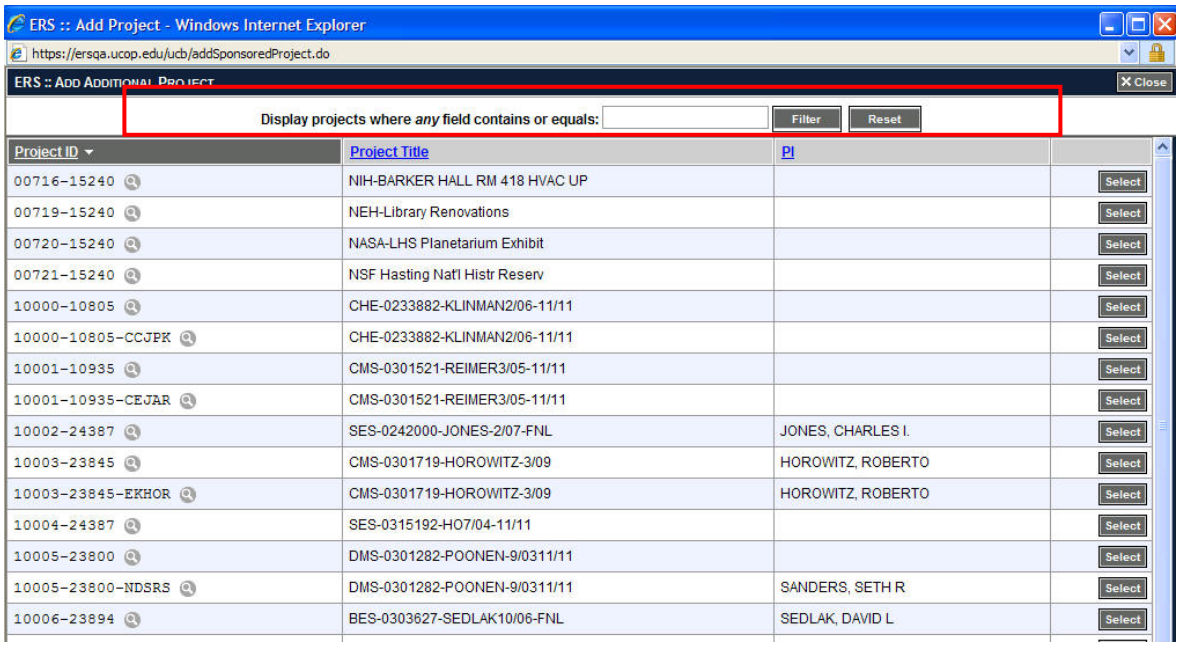
Note: Only awards with an existing Fund number can be added. If PIs and/or staff plan to start working on an award even though the award will not be received until after the start date, it is critical that the Departments utilize the SPO/EFA fund advance process as explained on the EFA website: http://extramuralfundsaccounting.berkeley.edu/POLICY/cgpolicyindex.h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

Steps to adding a sponsored project on an Effort Report:

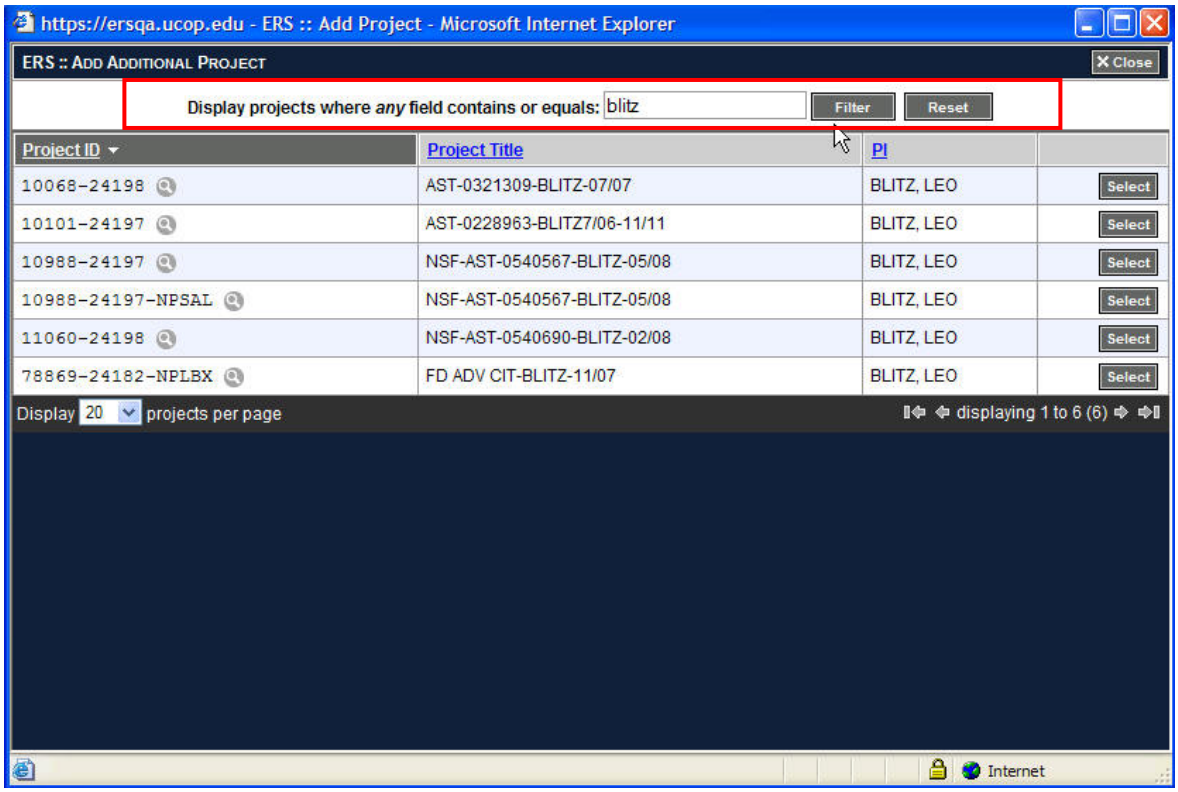


1. On the **Effort Report** page, click the **Add Additional Sponsored Project** button.

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



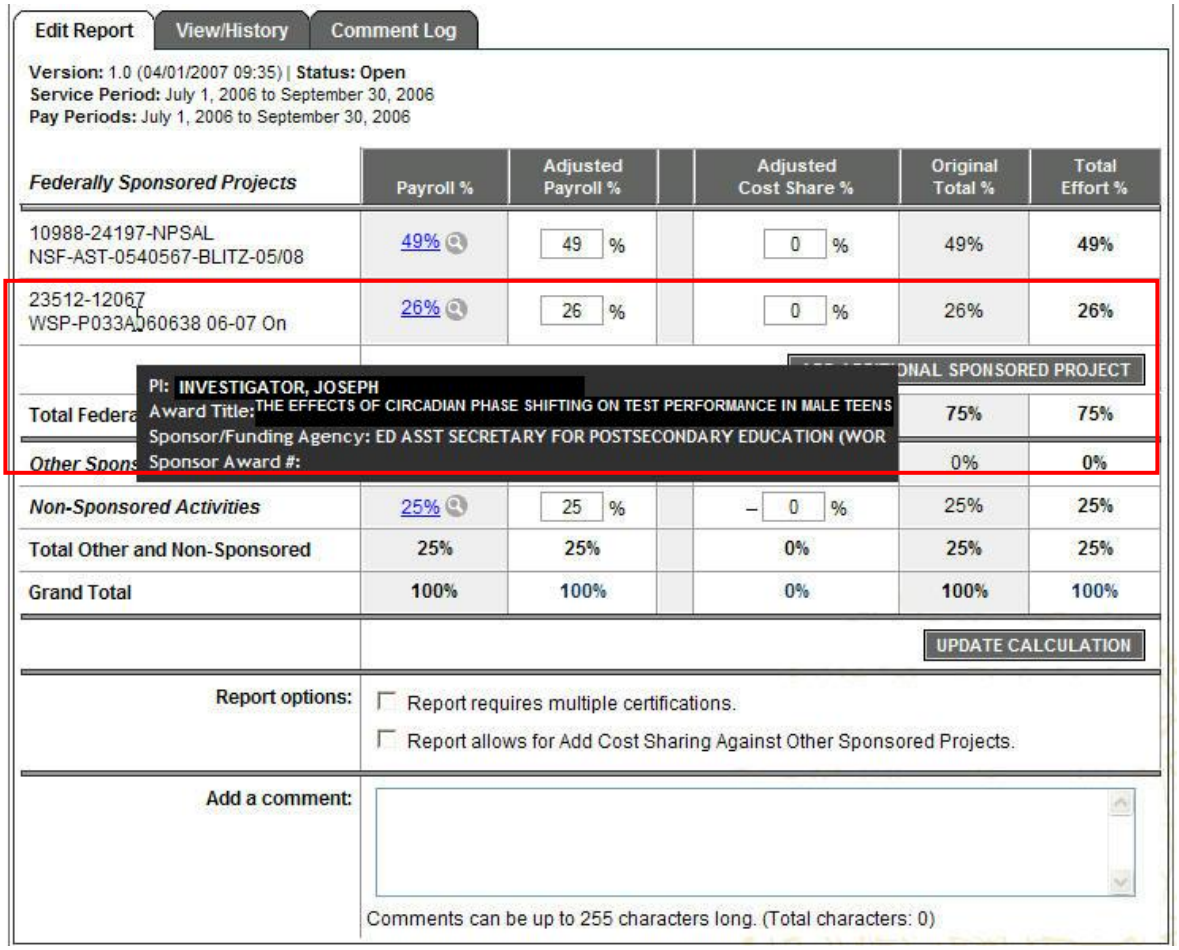
2. Find the project to add to the Effort Report by typing any part of the Fund-Org, Award ID, Award Title or PI Name into the search field at the top of the page and clicking the **Filter** button.



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.



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.