

EFFORT CERTIFICATION



What is effort certification?

It's how ORSP makes sure you get paid properly.

Breaking it down, effort is how much time (in %) was spent on a given professional activity. Effort certification is the process by which an employee certifies their effort is accurate.

This must be done to ensure proper payment!

Help us help you.



Do I have to do it?

If you are reading this, the chances are pretty good, yes. Officially, if you are a responsible person with suitable means of verification that the work was performed, then definitely yes. At DU, faculty must certify their own effort, as well as exempt staff and GRAs. Non-exempt and other student roles are certified by signing a grant time sheet.



OK but, why do I have to?

We know this is one more thing on your plate. We get it. But this is required by federal law. We have to do this because it ensures funds are being spent appropriately. No one wants to be audited. Right?



What's my deadline?

It's not that bad, we promise.

Faculty must certify quarterly. Exempt staff and GRAs/Post Docs must certify monthly.



I'm in. How do I do it?

We are so glad you asked! We have a how to guide that walks you through the quick and easy process. You can access it at:

<https://www.du.edu/orsp/policies-procedures/sponsored-programs/cert-effort.html>

Easy peasy!

Hey! Thanks for doing this! It helps us help you get paid!

If you have additional questions, contact Windsor Wall: windsor.wall@du.edu



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