

## Employee Effort Reporting Confirmation Form

(Not for use with Civil Service appointments)

(for departmental personnel records)

**Employee Name:** \_\_\_\_\_ **UIN:** \_\_\_\_\_

**Home Department:** \_\_\_\_\_ **College:** \_\_\_\_\_

**Position Title & Number:** \_\_\_\_\_ **Appointment FTE %:** \_\_\_\_\_

As a condition of receiving sponsored awards, the university must confirm that the effort expended on sponsored projects justifies the compensation charged to the project and that the commitment set forth in the proposal and subsequent award complies with the terms and conditions of the agreement for the sponsored project. Effort reporting demonstrates to sponsors that the university has met its requirements with respect to the Committed Effort in the award whether such effort is direct charged or cost shared. The university could be subject to financial penalties, disallowed expenditures, and harm to its reputation for failure to provide accurate effort reporting. I certify that I understand the following:

- University Effort is 100% of an employee's workload during any given appointment period, regardless of appointment percentage. University Effort is the sum of all institutional activities, including work performed for Sponsored Projects.
- Non-Allowable Activities on sponsored projects (including but not limited to: general administrative efforts, proposal development not related to the current sponsored activities, committee work, teaching and teaching preparation, and student advising) must not be charged to sponsored projects.
- Any employee whose responsibilities set forth in their position descriptions are narrowly defined and solely devoted to specific Sponsored Projects service, with no Non-Allowable Activities, may devote 100% of their University Effort to Sponsored Projects during any given appointment period.

As a University of Illinois employee whose position is supported 100% by sponsored project funds, I hereby agree to not participate in Non-Allowable Activities without the following steps being taken:

- If there is a need to perform non-allowable activities I will first seek approval of my supervisor(s).
- My supervisor will communicate with the unit HR/Business Manager who will ensure the proper steps are taken before such activities are performed.
- The HR representative and/or Business Manager will facilitate the appropriate appointment change and/or labor distribution changes to reflect the change in effort toward the sponsored (allowable) activities.

### Signatures and Approvals:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor, Home Department/Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Director, Home Department/Unit

\_\_\_\_\_  
Date