

Who: Each employee is responsible for completing and signing their own Effort Verification Form. The PI is ultimately responsible for the budget on each of his/her projects and ensuring the effort indicated for a project is correct but support staff may be asked to complete some of this work.

What: The Effort Verification Form contains the information the Office of the Treasurer needs to appropriately account for effort on grants in order to accurately report to sponsors and comply with Federal requirements and TCNJ policies.

Where: Policy: <http://policies.tcnj.edu/policies/digest.php?docId=9390>; Forms: <http://finance.tcnj.edu/forms/>; Training: <http://academicgrants.tcnj.edu/ug-training/>; Office of the Treasurer: Green Hall Room 207.

When: This form should be completed and returned within 30 days of receipt and any other times when effort on a project is known to have changed from what was originally indicated.

Why: This form ensures that the salary and fringe benefit charges reflect the actual effort for all projects.

How: The effort for each employee on a project can be found in the grant budget or Authorization for Employment (AFE) forms. The Office of the Treasurer will distribute the Effort Verification Forms for employees on your project.



Office of the Treasurer Effort Verification Form

Certification Period: 1/1/2016 To 6/17/16

Name: Catelyn Stark

Principal Investigator: Catelyn Stark

Department: Defense

Employee Type*: Faculty Select from dropdown

Annual Salary: \$ 101,906.72

Payment Bi-Weekly: \$ 4,632.12

Pay periods: 12.10

Total pay: \$ 56,048.70

Instructions: In accordance with the Effort Verification Operating Policy, all faculty and employees who work on sponsored projects must complete this Effort Verification Form and submit it to the Office of the Treasurer within 30 days of receipt. Please verify the pre-populated information is correct and enter the actual effort for the certification period as a percentage of your total time for which you are compensated by your TCNJ institutional base salary (see the Compensation Operating Policy for definition). The total actual effort must equal 100%.

Note: Do not type in shaded cells.

Fund	Class	Account	Dept	Proj/Grt	Project Description	Contract %	Amount	Actual Effort %	Amount	Office of the Treasurer Use Only		
										Salary Debit (Credit)	Fringe Debit (Credit)	Fringe %
<i>Institutional Activities (i.e. teaching and administration):</i>												
10	01	51260	9999		Department of Defense	75.00%	\$ 42,036.52	75.00%	\$ 42,036.52	\$ -	\$ -	45.25%
<i>Sponsored Projects:</i>												
40	03	51255		N1999	Night's Watch grant	20.83%	11,674.94	20.83%	11,674.94	-	-	45.25%
<i>Cost Sharing:</i>												
40	03	51255		C1999	Night's Watch grant cost share	4.17%	2,337.23	4.17%	2,337.23	-	-	45.25%
TOTAL						100.00%	\$ 56,048.69	100.00%	\$ 56,048.69	\$ -	\$ -	
						OK		OK				

Certification:

By signing below, I certify the above is an accurate representation of the time and effort the employee spent on each of the activities above. I understand any effort certifications that are found to be falsified will result in disallowance of the employee's salary and related fringe benefit charges to the sponsored project and/or cost sharing and disciplinary action.

Verify the employee information, chartfields, and contracted effort percentages (based on the grant budget or AFE forms).

Enter the actual effort percentages for the certification period. They must total 100% and account for all activities covered by the employee's institutional base salary.

More Information: For more information refer to the Grant Financial Management Manual or contact the Office of the Treasurer at 609.771.2186.