

Administrative Review Checklist for Effort Certification

- Is effort correct for each period?
 - Look at the Aggregate Tab
 - Run the Effort Trend or Salary Effort Trend Report
- Is the employee's Payroll Cost Allocation (PCA) current and correct?
 - Please stop and look at the PCA
 - Run RPT144 and review the current payroll costing allocation, check the end dates. If you can't see all the GR end dates, use the Current PCA file saved in Drive.
- Is the person over the Salary Cap?
 - Run the Effort Trend - Is the effort reflected correctly with the cap for each period?
 - Check the worktags. Salary over the Cap should have at least two different lines – the dollars that can be charged to the award and separately the dollars that are over the cap that should include the GR, the funding source, and the salary cap worktag.
- If cost share (e.g. k- award), confirm correct cost share worktag and Fund 005.
- If Faculty, confirm not 100% on Sponsored Projects in total unless they have an exception to the 98% sponsored funding cap.
- If PI/Key Personnel, ensure that any "significant change" is appropriate and allowable. **Submit a Request for Effort Change** at <https://peer.app.vumc.org/grants/forms/effort-chg> for more than 25% reduction approval.
- Terminated employees?
 - Will route to all PIs for person's effort. Add Comment that mentions which PI is certifying for specific awards/GRs to expedite the review process.
- Did you enter a comment?
 - **If no change – Include comment that specifies that you have reviewed and no change is necessary. Help your certifiers understand what they are receiving.**
 - **If change – NOT IN THE EFFORT RECORD – follow the process at <https://redcap.link/RequestEffortCertCancellation>**