

MEMORANDUM

To: University Research Community

From: Andrés G. Gil
Vice President for Sponsored Research

Subj.: Revised Procedures for Effort Reporting Certification

Date: July 16, 2009

The procedures of the Effort Reporting and Certification policy have recently been revised to reflect an updated process for addressing past due effort report certifications. Effort Reporting is a federal requirement and thus the University must ensure that all effort report certifications are made on a timely basis. The full text of the policy is available on the University's Policy and Procedures library at <http://policies.fiu.edu/files/350.pdf>

The Office of Research offers periodic training sessions on effort reporting requirements and procedures, which the University community is strongly encouraged to attend. The dates for those training sessions are listed on the "Training" page of the Office of Research website at www.osra.fiu.edu.

Additional information on effort reporting may be found on the OSRA website on the "Time and Effort" page at <http://www.osra.fiu.edu/time.htm>.