

## Effort Reporting & Certification Log (ERCL)

Name:  Department:  FTE:  Reporting Period:

E/F*	Activity	Description	PI or PM	Subaccount	Role	Previous Period			Current Period:				
						Certified Monthly Effort (%)			Planned Monthly Effort (%)			Planned Quarterly Effort (%)	Planned Quarterly FTE
						Month 1	Month 2	Month 3	Month 1	Month 2	Month 3		
<i>*Effort Based/Fixed Fee, Sponsored Programs Administration (SPA) use only</i>						<b>Totals:</b>							

Employee completes at the beginning of reporting period	
<p><b>Attestation:</b> By signing below, I attest that the above distribution represents an accurate accounting of my planned effort over the reporting period.</p>	
Employee Signature: _____	Date _____

PI(s) and PM(s) complete at the end of the reporting period	
<p><b>Certification:</b> By signing below, I certify that I have a suitable means for verifying the effort expended by the employee noted above over the reporting period for the activities on which I am the Principal Investigator (PI) or Project Manager (PM) and that the distribution above is accurate.</p>	
PI/PM Signature: _____	Date _____
PI/PM Signature: _____	Date _____
PI/PM Signature: _____	Date _____

Employee Instructions
<p>Planned monthly effort represents the percentage of your WMed working time that you commit to spend on each sponsored program. At the start of the reporting period, you need to:</p> <ol style="list-style-type: none"> <li>1. Review your planned monthly effort with your PI(s) and/or PM(s). <ul style="list-style-type: none"> <li>○ Effort commitment is usually specified the grant/contract.</li> <li>○ The total effort for each month must be 100%.</li> <li>○ Any of your effort that cannot be directly charged to a sponsored program should fall under "Other Duties."</li> <li>○ Contact SPA for help if you are unsure.</li> </ul> </li> <li>2. Make corrections as needed, alerting SPA to any adjustments.</li> <li>3. Complete the <u>Attestation</u> and return this ERCL to SPA.</li> </ol>
PI/PM Instructions
<p>At the end of the reporting period, you need to:</p> <ol style="list-style-type: none"> <li>1. Review the Employee's planned monthly effort on each sponsored program for which you are the PI/PM.</li> <li>2. Complete the <u>Certification</u> and return this ERCL to SPA.</li> </ol>

**Contact SPA immediately if there is (or will be) a discrepancy between the planned effort distribution and the actual effort expended.**