

## Effort Reporting Glossary of Terms

Term	Definition
<ul style="list-style-type: none"> <li>• <b>Account</b></li> <li>• <b>Award</b></li> <li>• <b>Sponsored Program</b></li> </ul>	<p>Synonymous terms that refer to the externally funded activity in which a written grant, contract or cooperative agreement is received by the Research Foundation (RF) on behalf of SUNY.</p> <p>These appear on a PI's effort statement with the percentage of effort that was devoted to the award during the effort reporting period of performance.</p>
<b>Active Award</b>	An award with an end date the day you are viewing the information or later.
<ul style="list-style-type: none"> <li>• <b>Actual Effort</b></li> <li>• <b>Effort</b></li> </ul>	<p>Synonymous terms that refer to the proportion of time spent by the individual on any activity during the period of performance. Effort is displayed on the effort statement as a percentage of total institutional activities for which an Individual is compensated.</p> <p>Effort is not calculated on a 40-hour workweek or any other standard workweek. For example, if an Individual averages 60 hours per week during the period of performance and spends an average of 15 hours on a Sponsored Program, that represents 25% Actual Effort (15/60) and the other 45 hours, allocated to other institutional activities, represents 75% Actual Effort (45/60).</p>
<b>Approver</b>	The campus effort reporting administrator who is responsible for reviewing and processing certain tasks during the effort reporting process.
<b>Base</b>	The default effort statement type that refers to an individual's institutional base salary (IBS) effort statement.
<b>Certification Period</b>	The period of time during which individuals must certify their effort.
<ul style="list-style-type: none"> <li>• <b>Certifier</b></li> <li>• <b>Self-certifier</b></li> </ul>	Synonymous terms that refer to the individual who certifies effort statements.
<b>Certified Effort</b>	The percentage of effort that the certifier is attesting to have devoted to a sponsored program or other activity. It includes effort that was reimbursed by the sponsor as well as any unreimbursed (or cost shared) effort.
<b>Committed Effort</b>	<p>The amount or percentage of time that faculty members, researchers or senior/key personnel commit to (agree to work on) a specific sponsored award.</p> <p>The commitment—or budgeted amount—is set at the time a proposal is submitted by a campus and accepted by the sponsor. Committed effort may not always equal paid effort; it is not necessarily the actual effort expended, but a projected amount to be achieved over a period of time. Commitments are specific and quantified, and are generally expressed in terms of a percentage or person months of work time over a given project period.</p> <p>Committed effort includes:</p> <ul style="list-style-type: none"> <li>• <b>Reimbursed payroll charges:</b> Salary expenses that are charged directly to the sponsored program. The sponsor reimburses these charges to the</li> </ul>

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	<p>Research Foundation (RF) and the RF reimburses SUNY via the income fund reimbursable process.</p> <ul style="list-style-type: none"> <li>• <b>Unreimbursed payroll charges:</b> Salary expenses that are cost shared and charged to a source other than the sponsor, e.g., nonfederal sponsor or other campus sources. A cost sharing award is set up in Oracle to track these charges.</li> </ul>
<b>Cost Sharing</b>	<p>Cost sharing is that portion of a sponsored program budget that is contributed by the institution and/or other nonfederal sponsors. It is not reimbursed by the sponsor, and can be:</p> <ul style="list-style-type: none"> <li>• <b>Mandatory:</b> Cost sharing required as a condition of an award or agreed to by the institution and sponsor during sponsored agreement negotiation.</li> <li>• <b>Voluntary committed:</b> Effort (or other costs) not required by the sponsor but proposed in the sponsor budget or narrative with no corresponding sponsor funding requested or awarded.</li> <li>• <b>Voluntary uncommitted:</b> Faculty and senior researchers' effort (or other costs) that is over and above that which is identified and budgeted for in a proposal and award.</li> </ul> <p>In accordance with OMB Circular A-110, cost sharing also means "matching."</p>
<b>Department</b>	The individual's primary department.
<b>ecrt</b>	The RF's electronic effort reporting tool – Effort Certification and Reporting Technology.
<b>Effort Reporting Administrator</b>	The campus person responsible for coordinating the effort reporting process.
<b>Effort Reporting Period of Performance</b>	<p>The time period included on an effort statement.</p> <p>For academic-year campuses effort statements are created for the spring, summer and fall periods. For semiannual campuses effort statements are created for the January 1 – June 30 and July 1 – December 31 periods.</p>
<b>Effort Statement</b>	Report that is produced in <b>ecrt</b> that encompasses all the payroll, cost share, and commitment information for a specific individual for the period of performance.
<b>Inactive Award</b>	An award with an end date that is earlier than the day you are viewing the information.
<b>Institutional Base Salary (IBS)</b>	The total guaranteed annual compensation an individual receives. IBS is used to compute salaries charged to sponsored programs unless sponsor policies limit the maximum annual compensation rate.
<b>Nonsponsored Individuals</b>	People in a department who have effort exclusively on nonsponsored accounts. These people are not required to certify their effort. Effort statements are built in <b>ecrt</b> and are automatically processed.
<b>Other Institutional Activities</b>	All activities—other than sponsored programs—that are performed by an individual to fulfill his or her obligation to SUNY.

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<b>Proposed Effort</b>	The amount of effort that an individual submits on a proposal. It is the amount of effort that an individual will devote to a sponsored program assuming the proposal is awarded and the program is funded.
<b>Salary Charges</b>	Payroll amounts used to calculate the percentage of effort during the effort reporting period of performance. Salary charges include those that are directly charged to the sponsor as well as salary charges that are not reimbursed (or cost shared) by the sponsor.
<b>Statement Owner</b>	The individual whose effort is displayed on the <b>ecrt</b> effort statement.
<b>Work List</b>	The <b>ecrt</b> home page that includes a list of tasks that need to be completed by that user, e.g., certifying an effort statement.