

Federal Requirements Regarding Effort Reporting

The Office of Management and Budget's 2 CFR 200.430(h)(8) requires that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. Records must be supported by a system of internal control and reasonably reflect the total activity for which the employee is compensated by the nonfederal entity, not exceeding 100% of compensated activities.

What is an Effort Report?

Effort reports indicate what particular project the employee was working on for what proportion of their effort. It is the method of certifying to federal branching agencies that the effort required as a condition of the award has actually been completed. The University of Maryland System certifies effort twice a year.

Who is Responsible for Effort Reporting?

Employees are responsible for accurately certifying how they spend their University effort (time). It is up to you to ensure that your effort is reported correctly. The Office of Research will work PIs, Co-PI's and other personnel to make sure forms are approved in a timely manner.

When is it Necessary to Correct Effort Shown on a Report?

When there is a 5% or more variance within one's total effort. For example, if you were awarded another grant, but your course load, etc. remained the same, you would have to change the effort on the first grant in order to accommodate the effort you will be spending on the second. Changes of more than 5% must be reflected on your effort report. Remember, effort cannot exceed 100%.

To complete your Effort Report online, please follow the instructions below:

EFFORT REPORT INSTRUCTIONS

- Access ARES <https://ares.umd.edu>
- Click on "Effort Report" (located on the left side)
- Click on "Faculty/Employee Access"
- Select Institution: "04 Eastern Shore"
- Click "Save"
- Select Report Cycle "**202302 (01/01/2023 - 06/30/2023)**"
- Click "Approve/Update Effort Report"
- Review and Click "Approve" located at the bottom of your Effort Report

Your Effort Report is now approved!