

# Weill Cornell Medicine (WCM) Office of Financial Management Effort Overview

## Effort Certification and Tracking Overview

As a provision of accepting federal sponsored project funding, WCM must certify the level of effort contributed to a project by each WCM faculty and staff member. This process assures granting agencies and federal auditors that resources committed to a project are being provided. This includes both effort supported (paid) by the project, and effort expended in support of but not paid by the project (cost sharing).

While effort is monitored on an ongoing basis by Principal Investigators (PIs) and their administrative support staff, formal certification occurs annually after the close of the fiscal year on June 30. Department administrators are provided with reports in a federally proscribed format that shows the actual funding charged for each salary source. Individuals may use a form to indicate any fluctuations from this array to document the effort level actually provided to each activity. Completing this form requires a PI's certification that the information is correct.

In addition to this certification process, WCM has developed the Effort Tracking System (ETS) as a tool for monitoring effort throughout the year. ETS provides a platform to account for both actual effort dedicated to each activity (research, teaching, clinical care, administration, etc.) plus any potential effort commitments such as pending grant proposals or unfunded activities.

## Effort Definitions

Effort is the portion of time spent on a given professional activity, expressed as a percentage of a person's total 100 percent of professional activities.

## General Guidelines for Effort Reporting

1. The government recognizes that effort reporting is a “reasonable estimate”.
2. Total effort must equal 100 percent for each employee, regardless of the number of hours worked per week or the percentage Full Time Equivalent (FTE) of their appointment.
3. Effort is not based on a standard 35-40-hour workweek. Instead it is based on each employee’s typical level of work performed (such as 25, 50 or 60 hours per week).
4. 100-percent effort reporting includes all professional activities related to university appointment, such as teaching, research, clinical care, service, administration, etc.
5. Effort does not include activities outside of university appointment.

## Effort Tracking System

Requests for system access and training should include a full name, CWID, department and division and be sent to [compliance@med.cornell.edu](mailto:compliance@med.cornell.edu)