MEMORANDUM

TO: Deans, Directors, Department Chairs, and Division Chiefs
FROM: Judith Rodin, President  
          Robert Barchi, Provost
DATE: August 20, 2003
CC: Provost's Council on Research, Senior Business Officers
RE: Research Compliance Activities: Mandatory Effort Reporting Training

Last spring, we announced an initiative to promote research compliance across the campus. As part of that initiative, we are developing various web-based materials that will provide information and training on this important aspect of the University’s research mission. Among these will be web-based FAQ’s, quizzes, NIH salary cap calculators, training materials, and other useful tools and information.

National events and recent actions by federal agencies have given added impetus to our efforts to enhance compliance. Revenues from sponsored projects make up over one third of the University’s operating budget. Since approximately 65% of sponsored project expenditures consist of salaries and associated benefits, it is particularly important to ensure that effort and accompanying salary are distributed appropriately. Based on conversations with school and faculty leaders, and on an analysis of our current effort reporting procedures, it is clear that this complicated area is not well understood by many faculty. As a result, we will implement a number of procedures during the coming academic year that we believe will help clarify and facilitate accurate effort reporting.

A. **Required Training on Effort Reporting**

   This fall, mandatory training and education on effort reporting requirements and issues will be instituted for both faculty and business administrators. Business administrators will be required to attend mandatory training sessions on the theory and process for correctly reporting effort and distributing salary on sponsored projects. Effort reports for the spring semester will be distributed at the mandatory training sessions.
Chairs, division chiefs and faculty will be asked to attend effort report training sessions as well. The focus of these sessions will be on case studies that effectively illustrate and clarify the complex aspects of such reporting. These mandatory faculty sessions will be scheduled in cooperation with the deans and their senior staff.

Further details on these training sessions will be distributed to the schools over the next several weeks.

B. Effort Reporting and Budgetary Implications

A key point to remember is that sponsored project salary funding can only be used to support identifiable effort on each sponsored project. Effort devoted to teaching, mentoring, and such administrative activities as departmental responsibilities, committee work, or clinical activity, cannot be supported by—and must not be paid from—sponsored projects unless the sponsored projects are specifically awarded for these purposes. If a departmental expectation exists for a minimal level of clinical activity, teaching, or research, effort and salary must be properly distributed among the appropriate sources of funds. Examples of these particular issues of effort reporting will be highlighted in the training sessions and in example-based case studies.

C. Web-Based Effort Reporting System

We recognize that the University's current system of effort reporting is not optimized for timely effort reporting and its attendant administrative requirements. Thus, as part of the goal to improve the effort reporting tools available for faculty and business administrators, we have launched a new initiative to automate and facilitate the process of future salary distribution and actual effort reporting, and of making timely salary reallocations. We expect that this new system will come on-line in the second half of calendar year 2004; periodic progress updates will be provided to faculty and staff.

We ask that you help us underscore to the faculty the importance of compliance with these various initiatives, and our commitment to developing a system that is as user-friendly as possible.