



*Preparing people to lead extraordinary lives*

## Health Sciences Division

### Effort Certification Definitions

#### Definitions

**Academic Year** - For effort reporting purposes, an academic year is the period of a faculty member's appointment. Loyola faculty are generally appointed for either 9 or 12 months. 9-month appointments can relate to either a specific 9 month period or 9 months' work spread over the fiscal year and 12-month appointments include all months during a fiscal year.

**Certification** - The assertion by a PI/faculty that the salaries charged to sponsored projects as direct charges or cost sharing reasonably reflect the effort expended and work performed during the period of work performed/reporting period.

**Committed Effort** - Amount or percentage of time an individual has communicated to the sponsor that he/she will work on a specific sponsored project over a specified period of time. Commitments are made in the award proposal and may be documented by the sponsor in award documents. Changes to reduce committed effort may require sponsor approval.

**Cost-sharing** - Any project costs that are not borne by the sponsor. Cost sharing of effort is the provision of faculty and/or staff time and related fringe benefits that were committed and provided in support of a project but are paid for by other sources of funding. Cost-shared effort in excess of the commitment made in the proposal does not have to be identified or certified.

**Effort Reporting** - The mechanism used to provide assurance to federal or other external sponsors that salaries charged or cost shared to sponsored awards are reasonable in relation to the work performed. Effort reports are also referred to as "certifications" or "statements."

**Faculty Institutional Base Salary** - The annual compensation paid by Loyola University for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary includes Loyola's guaranteed base and supplemental pay, and excludes the variable incentive component. Base salary also excludes any income that an individual is permitted to earn outside of duties for Loyola University.

**PI/Faculty Effort** - The proportion of time spent by an academic appointee on any University activity expressed as a percentage of time. 100% effort is the total time spent on University work within the scope of their academic appointment period (9 or 12 months), regardless of how many or how few hours an individual worked in the reporting period. The total effort reported for a PI/faculty member will always equal 100%, even if he/she is less than 1.0 FTE. Total academic period effort includes

sponsored projects and non-sponsored activities that are funded by the University including work performed outside of normal work hours and work performed off-campus.

**Principal Investigator** - The individual that has been assigned the responsibility to carry out the sponsored project.

**Supplemental/Summer Salary** - Faculty compensated for 9-month academic appointments are permitted to earn up to an additional three months of supplemental/summer paid compensation on one or more sponsored and/or non-sponsored activities. Individuals can earn up to the equivalent of three months of additional salary for that effort, subject to school and sponsor policies and the appropriate school level approval. See the supplemental and summer salary policies on the Office of Research Services [ORS - Faculty Salary Charges on Externally Funded Projects](#).