Effort Report Processing:

**Purpose:** Every six months the University has to initiate Effort Reports. This process documents where a faculty member’s effort was placed over the previous six months and is pulled from the GWU Banner system. A form is initiated twice a year (January thru June and July thru December) by the GCAS department and forwarded to the individual schools Dean’s office which in turn distribute them to the individual departments. They are initiated in February and August of each year for the previous six month period listed above. These forms are used by the government in case of audit as a means of determining if the faculty member has met their effort obligation on an individual award.

**Process:**

1. Department (Admin and SRA can coordinate these activities) reviews the information on the form to verify it is correct. If it is not correct it means a labor redistribution may be required. Process labor redistribution and then email GCAS to ask for an updated Effort form.
2. If the form is correct distribute the forms accordingly. One can send the forms to the employee’s and ask them to attain their Supervisors signature or one can submit all forms under a particular PI’s direction to them and ask them to add signatures and return.
3. If the employee has left the University the PI can initial and sign for the employee and then for themselves. Add a line on the form for the Chair so they can add a counter signature. All forms must have two separate individual signatures. If the form is for the Chair, then it needs to be counter signed by the Dean.
4. Once complete forward the forms to the Dean’s office for review
5. Dean’s office forwards completed forms back to GCAS.