

Effort Report Processing:

Purpose: The University conducts the Effort Report Process 3 times a year. One is for the spring semester, one is for the summer and one is for the fall semester. The University is required to initiate Effort Reports for all GW employees who are allocated to awards. This process documents where a member's effort was placed over the previous months and is pulled from the GWU Banner system. A form is initiated three times a year (January thru May, June thru August and September thru December) by the GCAS department and forwarded to the individual schools Dean's office, which in turn distributes them to the individual departments. 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 individual awards.

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 a labor redistribution may be required. Process labor redistribution and then email GCAS to ask for an updated Effort form. GCAS sets dates by which one needs to return the forms or update distributions. Make sure to review those when one receives the reports so you can submit things accordingly.
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.
3. If the employee has left the University the PI can initial and sign for the employee and then for themselves as PI. Add a line on the form for the Chair so they too 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.

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