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Effort reporting is a process mandated by the government to verify that direct labor charges to, or cost shared on, sponsored projects are accurate, timely, and reflect the actual level of work performed. Please note that effort reporting applies only to those faculty and staff who are involved in research *(i.e. those who charge or cost share part of their salary to sponsors, and/or who have effort commitments to sponsored programs)*. All faculty and PI's who receive sponsored project funding or commit effort to any sponsored projects are required to certify their own effort. Principal investigators are required to certify the effort of postdocs, graduate students and staff

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Research faculty and staff who have effort reports eligible for certification will be notified via a system generated email on or about **K**   . The goal is to have all certifications completed by **K**   .

Prior to the launch of the new system, training via Microsoft Teams has been offered. There will also be ongoing educational sessions cove