MEMORANDUM

TO: Deans, Directors, Department Chairs, and Division Chiefs

FROM: Lynn Singer, Deputy Provost and Vice President for Academic Programs

DATE: October 24, 2008

RE: Mandatory Effort Reporting Training

This academic year, the University is introducing mandatory Effort Reporting training to facilitate research compliance with federal regulations, proper sponsored project accounting standards and practices as well as to reduce risk to the University. All Principal Investigators (PIs) and Case administrative staff involved in research and sponsored projects administration are required to complete this training program.

Sponsored projects compliance has been a focus of many recent audits of other universities by the federal government. These audits have resulted in millions of dollars in fines and disallowed costs, primarily related to effort reporting and direct costing practices. Since the majority of expenditures to sponsored projects consist of salaries and fringe benefits, it is particularly important to ensure that effort and accompanying salary is distributed appropriately. As a result, we have implemented effort reporting training which will focus on theory and process for correctly certifying effort and distributing salary on sponsored projects. It is our goal that all PIs and Case administrative staff involved in research will complete training by January 31, 2009.

The Office of Sponsored Projects held six (6) live training sessions in September, and additional sessions are being scheduled for November and December. We have also developed a web-based training session that can be viewed whenever convenient. The online training will take approximately one hour to complete and will be available beginning November 1st through the Effort Reporting link in SpiderWeb. In addition, arrangements can be made for training at departmental meetings upon request by sending an email to spadocs@case.edu.

We will be tracking participation at training (via on-line log in or sign-in sheets at sessions) to be sure that all individuals involved in research complete this training. We hope that you will assist us by asking your faculty and staff to
complete this training in the next six (6) weeks. Please do not hesitate to contact me with any questions. Thank you for your support.