

OHSU Effort Reporting Task Force

MISSION: Sponsored Projects Administration (SPA) and department administrators have a joint responsibility for distribution and certification of effort certification statements, as well as a fiduciary responsibility for ensuring OHSU compliance with OMB circular A-21 as it pertains to effort reporting. The OHSU Effort Reporting Task Force collaborates to specify, assess, prioritize, implement and oversee process improvements and system solutions for appropriate management of the effort certification process at OHSU.

Structure of Task Force

TASK FORCE MEMBERS / MEMBER ROLES

- **Department Effort Coordinators / Department Effort Representatives** - Department representatives to be selected to ensure full campus representation on the committee.
- **SPA Representatives** - Applicable representatives from SPA who are responsible for effort report creation, distribution, and compliance oversight to be included.

MEETING STRUCTURE

- Meetings to be co-facilitated by department administrator facilitator and SPA facilitator. Penny Roberts will be the department facilitator, and James Trotter will be the SPA facilitator.
- Broad communication and marketing to campus effort coordinators to ensure awareness of task force, who task force member representative is, and provide updates regarding proposed procedure and system changes.
- Area for task force on SPA website to be developed and maintained for centralized and easily accessible documentation for the committee and campus;
- Utilized as opportunity for continued collaboration and education between campus research departments and SPA.

Task Force Directives

- **Policies and Procedures** – Review OHSU effort reporting policies and procedures and suggest changes that will improve efficiency and accuracy, and ensure the appropriate balance between administrative burden and compliance with federal regulations.
- **Effort Reporting System** – Evaluate various aspects of the effort reporting system for potential improvements to items such as effort report layout/format, electronic distribution and certification, calculation of effort distributions, and other system related aspects of effort reporting.
- **Labor Distribution (LD) connection to Effort Reporting** – Since effort statements are generated based on payroll labor distribution values, and ultimately labor distribution needs reconcile to effort there is a natural relationship between effort certification procedures and LD procedures. Group will review these procedures for potential efficiencies and opportunities for better adherence to regulations.
- **Documentation / Education / Communication** – With nearly 3000 OHSU employees being subject to effort reporting, and many others directly involved in the distribution and collection process, creation and dissemination of information about the procedure is critical. The group will explore ways to improve the flow of information related to effort reporting.
- **Compliance** – OHSU is required comply with the regulations set forth in OMB Circular A-21, which includes effort reporting. All of the task force directives will have the ultimate goal of ensuring OHSU's compliance with the regulations in the most efficient way possible.
- **Campus Relations** – The group will ultimately be responsible for fostering an open and collaborative relationship between institutional effort coordinators, department effort coordinators, and subject employees.
- **Effort Tracking System** – SPA is currently tracking committed effort internally in a new database, the effort tracking system (ETS). Group to discuss tracking and reporting needs related to committed effort and also plan for eventual rollout of system to campus users.