



Effort Reporting

As a recipient of federal funding, Louisiana State University Agricultural Center is required to comply with the US Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as well as other federal requirements, for certifying effort expended on sponsored awards. LSU requires all individuals who receive sponsored funding to comply with university policies and procedures, and sponsoring agency regulations regarding reporting of effort to awards.

Effort certification in Workday is an after-the-fact reflection of an employee's workload percent distribution during a particular reporting period. All academic, professional, and classified employees whose salary is paid in whole or in part on a grant account will receive an effort certification on a quarterly basis. The employee (or their delegate) must verify the accuracy of effort percentages and certify that the information captured on the effort certification is a direct reflection of the work performed within the reporting period of certification.

Please see the full policy at [FASOP: AS-30](#).

Online Resources:

- [Certifying Effort as an Employee](#) job aid
- [Effort Certification Schedules](#)

If you have a question about your effort certification, please email effortassistance@lsu.edu.

Certification of Committed Effort

If you are listed as an individual (PI, Key Personnel, or someone with a minimum level of effort commitment) with effort on this project, any reduction requires **prior sponsor approval**.

Before the Office of Sponsored Programs (OSP) accepts an award, the PI must:

1. **Review their effort commitments** on this new award and any existing awards.
2. **Reply via email** with the following certification:

"I have reviewed my effort commitments. I will be able to fulfill my effort commitments on this new award and my existing awards for each budget period. I will seek prior approval from the funding agency routed through SPA/OSP before:

*(1) reducing my effort commitment more than the permitted amount allowed by the award terms and conditions, or
(2) disengaging from the project.”*

If you cannot make this certification, please explain in your reply.

How to Review Committed Effort in Workday

Use the following guides to review your effort:

- [Award Key Personnel Overview \(PDF\)](#)
- [Award Key Personnel Commitments \(PDF\)](#)

Note: You may be prompted to log into myLSU.

Need help? Reach out to OSP@agcenter.lsu.edu for more information.