



GUIDELINES FOR EFFORT REPORTING SYSTEM

PAVIR's federal expenditures are governed by 2 CFR, Part 230 (formerly OMB Circular A-122) which applies to non-profit institutions that are not educational institutions. These cost principles require monthly after the fact reporting of the actual activity of each employee. The certification may be made by the employee or by a responsible supervisory official having first-hand knowledge of the activities performed by the employee. PAVIR requires the PI to certify the effort of all staff whose salary is supported by the PI's PAVIR accounts.

Effort certification applies to:

- Exempt (salaried) PAVIR employees
- Stanford employees whose effort is supported by PAVIR funds through a Joint Personnel Agreement (JPA) or a Personal Services Agreement (PSA)
- PIs if they are PAVIR employees or on a JPA

Note that non-exempt, hourly employees' timesheets serve as their effort reports, so those employees are not included in the effort reporting system.

Split Employees

Effort of employees who are split between two or more PIs will be certified by each of the PIs for whom they work only for the portion of effort on each PIs' projects. The effort not being certified by the PI currently certifying will show in the "Other" column on the right.

Effort certification can only be done through the login of the PI whose PAVIR account is charged for the employee(s). The PI is required to log in to RDIS (www.rdispaloalto.net) to certify the effort of their staff.

PI responsibilities:

- Log in to RDIS
- Follow the highlighted link to the effort certification page
- Review the matrix showing percent effort of employees and their accounts for all PAVIR-supported work
- If it all looks good click the Certify button
- Look for links to other months and certify those
- Respond in the future when RDIS sends certification reminders via email each month