RUTGERS

Effort Recertification Request Form

INSTRUCTIONS: This form is used to request an employee's previously certified and processed effort card to be reopened and recertified. Please note that recertification is only required if there are effort changes of >5% to certifiable sponsored grants associated with federal, state, or pass-through accounts. Complete Sections 1-5 and return to Grant & Contract Accounting (GCA) at pacer@rci.rutgers.edu or by fax at 732-932-0182. Please allow at least 5 days for processing this request depending on current GCA Compliance volume.

NOTE: Only in rare and extenuating circumstances should a recertification be requested. Recertification of previously certified and approved effort certification documents are often indications of poor internal controls by the PI/Department and are heavily scrutinized and questioned by auditors. Disallowances due to any discrepancies of effort certification documents or lack of adequate suitable means of verification to support the recertification are the responsibility of the Principal Investigator.

Section 1: Employee Information

Provide information for the employee associated with the recertification request. Indicate if an approved Salary Wage Redistribution and Justification (SWRJ; Oracle) or Change In Source of Funds (CISF; Banner) has been submitted. If so, provide the SWRJ# or attach a copy of the CISF as applicable.

Employee ID#: Dept/Org ID#: SWRJ/CISF?: ◯ Yes ◯ No

Employee Name: SWRJ#/CISF Index:

Section 2: Period of Performance

Select the applicable recertification period for the employee. Separate recertification requests must be completed if multiple periods or effort cards are involved.

Period of Performance:

RU: ◯ SPRING ◯ SUMMER ◯ FALL

Base/Supplemental: ◯ Base ◯ Supplemental

RBHS: ◯ JAN - JUN ◯ JUL - DEC ◯ N/A (RBHS Only)

Calendar Year:

Date Certified:

First request to recertify?: ◯ Yes ◯ No

Section 3: Justification

Explain why the effort was erroneously certified and what processes or procedures have been implemented to avoid future effort recertification requests. Detailed justifications are required when reopening previously certified effort, as recertifications may call into question the reliability of the certification process.

1. Explain why this effort needs to be recertified:

2. Describe what controls have been implemented to ensure that effort is certified accurately and timely in the future:

Section 4: Requestor & Effort Coordinator Information

Enter information for the associated Requestor & Effort Coordinator. If the Requestor and Effort Coordinator are the same, provide the Requestor information only.

Requestor: Email: Date:

Effort Coordinator: Email: Date:

Section 5: GCA Approval

Do not write anything in this space as it is reserved for GCA Compliance approval use only.
Once approved, an email will be sent to the requestor advising of the due date for the recertification. The normal recertification deadline is 30 days. Any pending salary cost transfers will then be reviewed and approved. All approved effort recertifications are attached to the respective effort cards along with relevant notes on the recertification.

GCA Approver: Date: Recertification Due: