



THE RESEARCH FOUNDATION

The State University of New York

University at Albany

To: Principal Investigators and Project Administrative Staff

Date: February 2, 2010

Subject: Effort Reporting Training

We are pleased to announce a new self-paced course that is available through the Research Foundation Learning Center titled "Effort Reporting for Principal Investigators." This course is **strongly recommended** for all PI's and staff who are responsible for certifying to effort reports.

The course objectives are to:

1. Explain what effort reporting is and why it is important
2. Identify appropriate certification documentation and effort calculations
3. Comply with certification documentation timelines
4. Understand your role and responsibilities (or those of a designee) when certifying effort reports

Instructions for taking this course can be found on our [web site](#). If you have questions on the course content, contact us at sffm@uamail.albany.edu.

For technical assistance contact the Research Foundation Central Office at [Customer Services](#) or the [RF Training Unit](#).