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Recertifying FECs

WHY DO FACULTY MEMBERS NEED TO RECERTIFY FACULTY EFFORT CERTIFICATION REPORTS (FECs)?

- Salary distribution displayed on the FEC should be a reasonable reflection of actual effort. Every effort should be made to ensure that the original certified FEC is correct. However, if changes are made which affect effort on sponsored agreements after the original certification, the faculty member must recertify the adjusted effort. This is a federal requirement.

WHAT CHANGES WOULD REQUIRE A RECERTIFICATION?

- The most common changes are salary transfers, retro pay adjustments, overpayments and adjustments to cost sharing.

WHEN IS IT NECESSARY TO RECERTIFY?

- Any adjustments that change effort on grants and contracts for previously certified FECs require faculty to recertify their FEC(s) for **ALL** cycles that are impacted by the change.

HOW DO I RECERTIFY AN FEC?

- All recertifications are completed manually using a copy of the originally certified FEC.
- Select the “Change Status” button on the online certified FEC and select “Pending Recertification.”
- Utilize the “Print” button on the certified FEC in eFECs to print the previously certified effort report.
- Make the required change(s) in MyFD, FIN, OPUS and/or the Cost Share Module.
- Attach documentation supporting the revision (e.g. posted salary transfer, OPUS screen shots, signed overpayment repayment option forms, etc.)
- Hand write an explanation on the previously certified FEC describing why the faculty member originally confirmed effort was correct and is now changing the effort.
- The faculty member then reviews the FEC and if it reflects his/her effort, signs and dates the form in ink.
- Make a photocopy of the recertified FEC for department files and return the original recertified FEC to MAA.
- MAA reviews the recertified FEC.
 - If errors are found or improper justification given, the FEC will be returned.
 - Once accepted, MAA will change the status to “Recertified outside the eFECs system.”

WHAT KIND OF JUSTIFICATIONS ARE ACCEPTABLE?

- Justifications for changes on previously certified FECs should clearly explain why the effort was originally considered correct and is now being revised. See GIM 15, [Transfer of Expenditures between Budgets](#) for more information on the requirements.
- *Answer the questions:*
 - Why are you transferring the expenditure? Is the transfer within guidelines of the budget?
 - Is the transfer in support of the project? How?
 - Why was the expenditure originally charged to the incorrect budget?
 - Describe why, when the faculty member originally certified the FEC, the payroll distribution was a reasonable reflection of effort and now it is not.
 - If over 120 days from the original expenditure: Why is the transfer late? Why was the error not identified during the monthly budget review?