TIPS FOR ENSURING COMPLIANCE
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◆ **Institute Effort Fridays**: Make Fridays all about Effort by providing time to fund managers to contact PIs and troubleshoot difficult situations as a team.

◆ **Review ERS Detail Report**: Use the Payroll detail report available in ERS. The report is printable and can be used to ensure effort was properly distributed.

◆ **Compare Budgets, Pay and Progress Reports**: Compare the effort committed in the proposal, the payroll detail and the progress reports to ensure everything is clear and consistent. These types of comparisons are meaningful to the PI, so they can see exactly how their effort breaks out against each project.

◆ **Complete Monthly Reconciliations**: Instead of waiting until the beginning of the quarter to begin gathering the appropriate back-up documentation, do a reconciliation each month. This will ensure any necessary cost transfers are done in a timely manner.