Effort Management and Reporting Mini-Intensive

The Effort Management and Reporting Mini-Intensive is a three-day virtual training program designed to equip participants with foundational knowledge and practical skills necessary to navigate effort reporting in academic and research settings. Over the course of six instructional hours, the program covers effort reporting principles, compliance requirements, institutional practices, and recent regulatory updates. Sessions include real-world examples and interactive discussions to help participants apply concepts directly to their work.

The program is targeted at research administrators, compliance officers, faculty, and others responsible for or engaged in effort reporting practices.

Minimum Instructor Criteria:

- **Experience**: At least 5 years of professional experience directly related to effort reporting, research administration, or grant compliance at a higher education institution or research organization.

- **Subject Matter Expertise**: Strong knowledge of federal regulations governing effort reporting, including Uniform Guidance (2 CFR Part 200), institutional policy development, and audit readiness.

- **Presentation Skills**: Demonstrated experience speaking or presenting in professional, virtual, or workshop settings.

- **Collaboration**: Willing to work closely with fellow instructors to deliver cohesive, engaging experience.

- **Availability**: Commitment to attending one planned meeting and delivering 6 hours of instruction across three live online sessions.

Additional Instructor Experience
(Preferred but not required)

- Experience with internal audits or federal audit responses related to effort reporting

- Familiarity with electronic effort certification systems

- Previous involvement in developing institutional policies or training programs on effort reporting

- Experience instructing or mentoring research faculty and staff on compliance