

**Randolph College**  
**Effort Reporting Error Reconciliation Form**

The purpose of this form is to provide Randolph College with the documentation necessary to understand why the previously submitted Effort Reporting Form was erroneously certified, and why the requested change is more appropriate within the context of the law, Federal requirements, or College policy and procedures. In accordance with the Effort Reporting Policy, this form is due within 45 days of discovery of an effort reporting error. Complete and submit this form with a revised Effort Reporting Form to the Sponsored Programs Officer.

Employee Name:

Effort Reporting Period:

Describe the reporting error. Specify the amount, origin, and means of discovery of the error. Also, detail the changes you made to the revised Effort Reporting Form due to the error. Include grant titles in your description.

Did the reporting error affect duties performed on the funded project? If so, in what way(s) and to what extent?

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by:

\_\_\_\_\_  
Director of Finance and Budget

\_\_\_\_\_  
Sponsored Programs Officer