



Administrative Procedure

Contracts and Grants Policy

Number: 908
Effective: 4/18/03
Supercedes:
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Subject: EFFORT REPORTING RELATED TO GRANTS AND CONTRACTS

Policy

Effort reporting is required by **all** individuals who receive compensation from a grant or contract directly, or through cost sharing.

Faculty members are entitled to commit up to 25% time and effort over and above their normal work duties. This 25% overload time comes under the University policy of additional employment and, whether compensated or uncompensated, must be tracked and reported the same as the normal workload.

Procedures

A) Coordination of Shared Responsibility

Each person involved in the University's reporting and tracking process has a shared responsibility to help assure that the effort reporting process is completed within the required time frame. To assure proper compliance with government regulations, terms and conditions of contracts and grants, and CSU regulations, the campus, through a joint effort of the Office of the Provost (ORSP, and College Fiscal Officers), the Office of Administration and Finance, and the campus auxiliary (UAS Contracts & Grants), will be responsible for coordinating the development, implementation, and ongoing maintenance of the University's program for reporting and certification of effort and archiving of transactions.

Such activities and responsibilities include the following:

- Securing from grant/contract employees the reporting and certification of effort compensated by a grant or contract on a quarterly basis.
- Securing from the principal investigator, department chair and college dean the certification of work each time effort is reported. For work done by the principal investigator, effort certification will be secured from the department chair; if the PI is the department chair, effort certification will be secured from the college dean.
- Documenting reported effort in a form accessible for audit.
- Developing and maintaining internal processes for keeping the effort reporting process and documentation up to date and in compliance with system requirements.

Approved:

Date: 4-18-03

B) Campus Responsibilities

COLLEGES

- I. Effort reporting for employees in the following categories is tracked, archived and reported to Contracts & Grants by college resource coordinators:
1. University employees who receive compensation over and above their normal salary, if the compensation is funded by a contract or grant or if it is uncompensated time being used as cost sharing.
 2. University employees who have been given release time by the university to work on a contract or grant and whose salary or a portion thereof is reimbursed to the University by a contract or grant through UAS.
 3. University employees who have been given release time by the University to work on a contract or grant and whose salary or portion thereof is used as cost sharing for a grant or contract.
 4. Non-university employees hired and paid by UAS to work solely on a University grant or contract and whose time is used as cost sharing.

The process path for all of the above is: Faculty or non-university employee to PI to resource coordinator to Contracts & Grants. If the employee is a PI, the process is PI to department chair to resource coordinator to Contracts & Grants. A process path may include the college dean for those colleges that request it.

UAS OFFICE OF GRANTS AND CONTRACTS

- II. Effort reporting for employees in the following categories is reported to, tracked by and archived by UAS Office of Contracts and Grants:
1. University faculty hired and paid by/through UAS to work on a University grant or contract during their quarter off and whose time is NOT used as cost sharing
 2. Non-university employees hired and paid by UAS to work solely on a University grant or contract and whose time is NOT used as cost sharing.

The process path for the above information is: Faculty or non-university employee to PI to UAS Office of Contracts & Grants. If the employee is a PI, the path is PI to department chair to Office of Contracts & Grants. A process path may include the college dean for those colleges that request it.

APPENDIX A

Information Needed on Each Person for Whom Effort Is Being Reported

1. Certified Personnel Activity Report – Faculty
2. Certified Personnel Activity Report - Staff