

INFORMATION ON THE FALL 2019 EFFORT REPORTING FOR SPONSORED GRANT/CONTRACT FUNDING

What Time period do the reports cover?

The Fall 2019 reporting period is for work performed between July 28, 2019 and December 27, 2019; paid from August 23, 2019 to December 27, 2019. For this reporting period paper copies of the fall reports were emailed to the departments during the week of January 20, 2020.

When are they due?

Completed reports should be returned to Grants and Contracts Accounting Department by Wednesday, February 12, 2020. They can be mailed to Stop 8046 or e-mailed to timeandeffort@isu.edu. The department should keep a copy of the report for their records.

Where were the forms mailed?

The reports have been mailed to the department of the grant/contract PI who paid the majority of the employees' salary during the fall reporting period. The reason for this is to give the PI the opportunity to ensure that the effort reports for the salary paid on their grants/contracts are properly completed. Per the sponsored funding regulations salary on a sponsored project cannot meet the requirements to be an allowable charge on the project unless the effort is properly certified. If the salary is not certified it must be moved to institutional funding. On projects that have multiple departments completing the work, the forms have been mailed to the PI of record. Please distribute the forms as needed to other Co-PI's on your project.

Who needs to complete the reports?

All employees who were paid on Sponsored Grant/Contract Projects. The reports need to be completed by all employees including irregular or student employees; and employees who only work on sponsored projects outside of their normal contracts.

How do I complete the report?

Each employee needs to complete their form recording their actual percentage of effort for their sponsored grant/contract funded projects and their ISU institutional work. Work effort that is done as part of required **matching effort** for a sponsored grant/contract **should be listed on a separate line with the Effort Activity as M on the report**. The employee needs to sign the form to certify their effort. Each form then needs to be signed by the employee's immediate supervisor or the project PI. **(Remember that if an employee is unavailable the supervisor or PI may certify that the work was performed by completing & signing the form in the employees' absence.**

How do employees who work on a 9 month contract complete the effort reports?

Employees who work on 9 month contracts report their effort performed on their contract during the 9 month contract period from August through May each year (even if a portion of the salary is paid over the summer). The effort reported during the Fall and Spring reporting periods should reflect their entire work effort for the 9 month contract. If the employee then works on sponsored projects during the summer months they submit hours separately into the Banner payroll system and a separate effort report will be generated for the summer period.

Who do I contact if I have questions on the report I received?

Please email timeandeffort@isu.edu if you have any questions on the effort reports.