



Accounting Services Training Manual

Grant Accounting

Principal Investigator (PI) Packet
Cost Centers

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IMPORTANT CONTACT INFORMATION

Grant Accounting Office (GAO)

Tracey Dodak	7361
Responsibilities: Federal Grants, Private Grants Cost Center : 61000 – 61999, 91000 – 91999 (Federal), 63000 – 63999 (Private)	
Stephanie Carroll	7359
Responsibilities: State Grants, Internal Grants Cost Center : 62000 – 62999, 92000 – 92999 (State), 65000 - 65999 (Internal)	
Tracy Daughery	1162
Responsibilities: Private Grants Cost Center: 63000 – 63999 (Private)	
Fax Number:	1209

OFFICE OF RESEARCH & SPONSORED PROGRAMS

Deborah Clark	1903
Lenora Calkins	3859
Mary Montoye	7220
Melinda Brakenberry	7719

OTHER CONTACTS

Purchasing	3118
Accounts Payable	3523
Payroll	3481
Faculty Personnel (Caral Turner)	3368
Student Personnel (John Goodwin)	3881
Human Resources	7193

Pre-Award / Post-Award Responsibilities

ITEM	PRE-AWARD OFFICE OF RESEARCH & SPONSORED PROGRAMS	POST-AWARD GRANT ACCOUNTING OFFICE
NEGOTIATIONS	Negotiates Awards & Modifications	
PRE-AWARD COSTS	Approves Department's written requests and negotiates amount included in Award document	Assigns and creates WBS Element number; notifies PI & ORSP
AWARD DOCUMENT	Reviews, negotiates, and accepts Award documents	Reviews Award document for items affecting all financial aspects, including allowability, invoicing, and reporting
REQUESTING A WBS ELEMENT NUMBER	Provides necessary documentation and requests that WBS Element number be established, assigns department responsible for the project	Reviews documentation for completeness, assigns WBS element number.
INVESTMENT OF FUNDS		All cash on hand is included in university pooled cash.
DEPOSITS		Determines Cost Object, G/L Account, and reviews for appropriateness
PROGRAM INCOME	Reviews at proposal stage	Determines amount to report to Sponsor as indicated in the General Ledger
TIME AND EFFORT CERTIFICATION		Distributes and collects Time and Effort Certifications each semester
CONSULTANT REQUEST	Reviews and approves consultant requests	
JOURNAL ENTRY		Reviews and processes Journal entry for appropriate charges and GL's
REBUDGETING OF FUNDS	Reviews and approves Rebudgeting Forms and also countersigns requests requiring Sponsor's approval; notifies the GAO of approval	Reviews and Processes Approved Rebudgeting Forms
PRIOR APPROVAL	Reviews and approves requests and also countersigns requests requiring Sponsor's approval; notifies the GAO of approval	Revises financial records, as needed
NO-COST EXTENSION	Reviews and approves requests, and also countersigns requests requiring Sponsor's approval; notifies the GAO of approval	Revises financial records, as needed
FOREIGN TRAVEL	ORSP Reviews and approves and notifies the GAO of approval.	
PURCHASE REQUISITION	No review by ORSP, unless over \$5,000	No review

Grant Accounting Office Policies and Internal Controls

Grant Accounting Policies and Internal Controls can also be accessed via: <http://www.controller.cmich.edu/Grants/grants.htm>.

Cost Transfer

Cost transfers should be prepared and submitted as soon as the need for the transfer is identified, but under most circumstances, no later than 90 days from the original transaction date during the life of the grant (see page 16 Cost Transfer Justification Form).

Credit Card Purchases

Smart Data Online (SDOL) should be used monthly to assign the correct WBS Element/Cost Center and General Ledger (GL) account to all grant project purchases made using a CMU business card. Expenses in a grant account can not remain in the 693000 credit card GL. Charges must be reassigned to a GL that maps to the budget category for which the purchase is approved.

Deficit Funds

The account is not to have a deficit balance at any time during the project period. However, if the account does fall into a deficit, the Principal Investigator (PI) will be contacted by the Grant Accountant to determine how and when the deficit will be cleared.

Financial Reports

Financial reports are generally completed by Grant Accounting. In the instance where the PI or their departmental staff prepares a financial report, it may only be submitted after the Grant Accountant reviews and approves the report.

In-Kind Donations

In the case where the contract or grant reports in-kind donations, an in-kind contribution receipt voucher form must be completed and provided to Grant Accounting (see page 17 In-Kind Contribution Form). All in-kind donations must be reported at market value. Documentation and certification of the market value of the in-kind donation is the responsibility of the PI. Grant Accounting will review the documentation for reasonableness before recording the donation in SAP.

Matching Funds

In the case where the contract or grant requires cash matching funds, the matching funds will be transferred into the grant account at the beginning of the project. If there are extenuating circumstances supporting the transfer of the cash at a later date, Grant Accounting must receive documentation from the funding source which confirms the timing and dollar amount of the pending transfers. In the case where the contract or grant requires in-kind matching funds a detailed listing of the source and amount of the donations must be provided at the beginning of the project.

Narrative Reports

The PI is responsible for submitting the narrative report to the sponsor. Failure to submit the report in a timely manner may jeopardize future funding by the sponsor. A copy of the final report must be submitted to Grant Accounting and will be maintained as part of the university documentation.

Payments received on a grant

Grant related checks must be directly sent to grant accounting for proper handling.

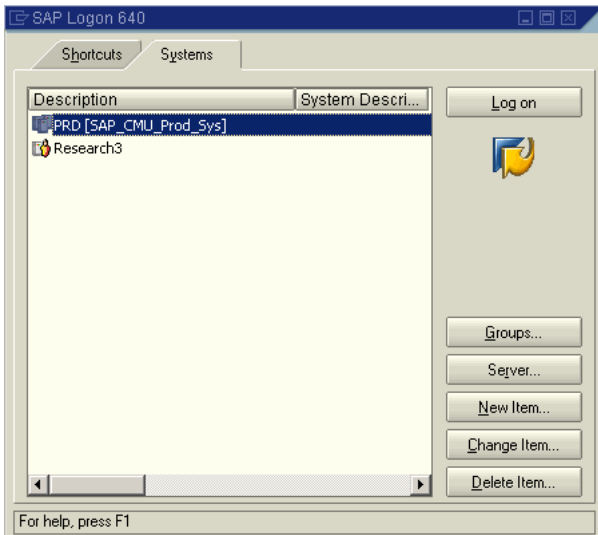
Signature Authority

Signature Authority is granted to a PI. The PI may grant signature authority to an additional signer by completing the Signature Authority Form (see page 18 Signature Authority Form) or in another means of written communication.

Time & Effort Reporting

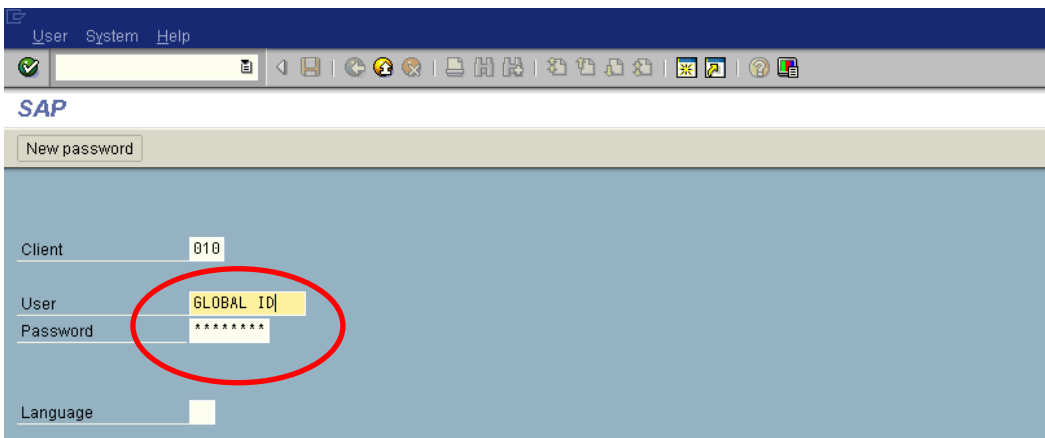
In order for Central Michigan University to maintain compliance with OMB Circular A-21 regulations, the university is required to document effort spent on externally sponsored activities. All employees paid from a federal or state grant are required to fill out Time and Effort forms by the end of each semester (exam week). For the purpose of Time and Effort reporting the university recognizes 3 semesters: (1) Fall, (2) Spring, (3) Summer I & II. See page 19-21 for more information on Time and Effort Reporting.

SAP Report Guide



1. To log on to SAP, double-click on the SAP icon located on your desktop.
2. In SAP Logon box, double-click on PRD (Production).

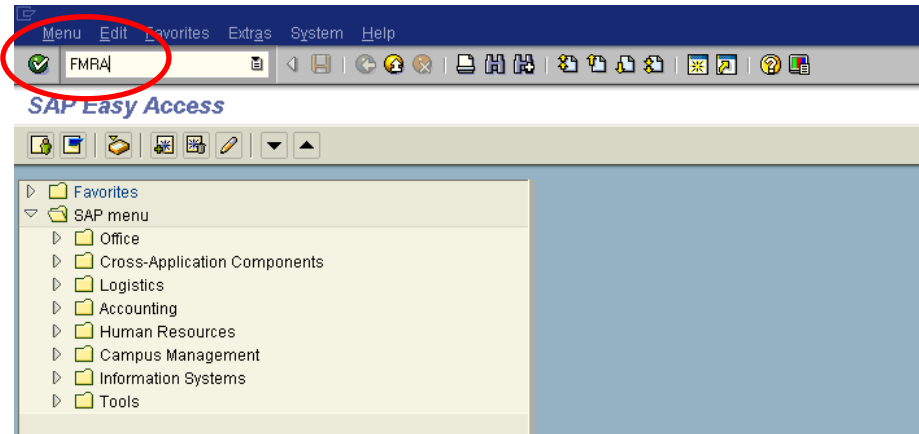
Note: In order to gain access to the SAP system you must first have SAP software installed on your PC. This can be accomplished by contacting your department IT person or the help desk (there may be a nominal fee involved). Second, you must complete an online SAP User Request form. The form can be found at the following web address: <http://www.controller.cmich.edu/FIS/Forms/SAPRequest.html>. Please note that this form must be submitted online (by selecting the submit button once completed). Once the request has been processed you will receive your password, via e-mail, from Chris Gilstad (WA 205).



3. Type your global ID in User box (if you are unsure of your global ID, please call the Information Technology Help Desk at 774-3662).
4. Type password, which is assigned by Chris Gilstad, and push Enter.

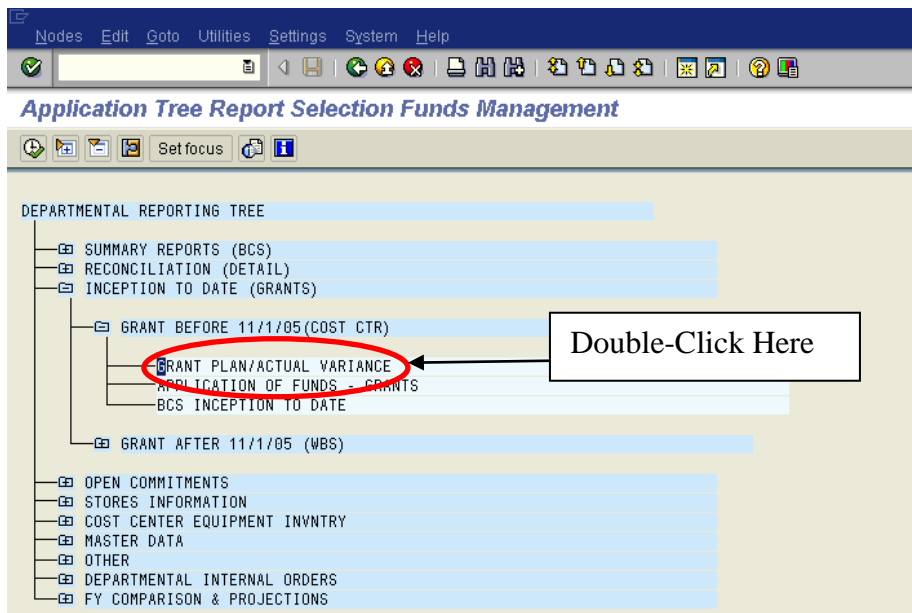
Note: The password assigned initially is a temporary password and the user will be prompted to alter it after the initial log in.

SAP Grant Plan/Actual Variance Report (Cost Centers)

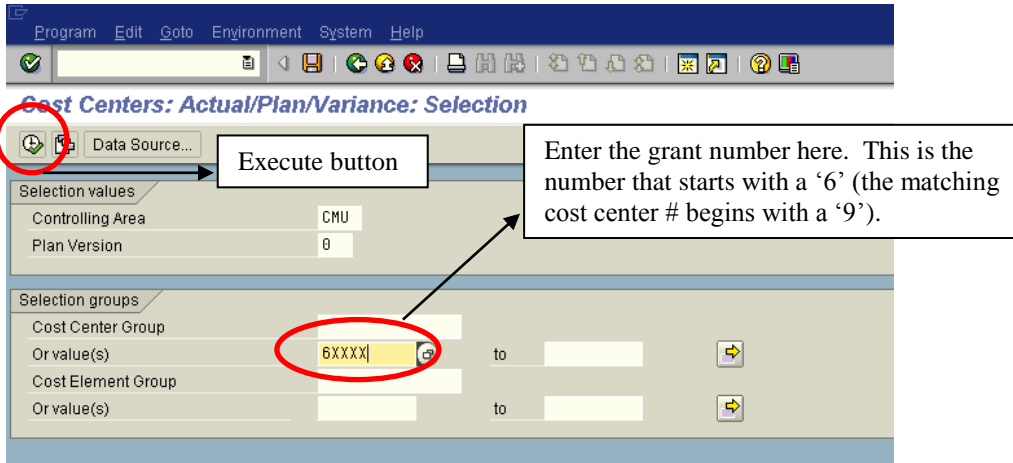


5. Type FMRA in the transaction code box and press enter to access the Departmental Report Tree. (You can also add this transaction to your favorite list in SAP. For additional help in creating and managing list of favorites, see instructions under “Creating and Managing Favorites in SAP Easy Access” on pages 11-13).

Note: If a transaction code box is not present on your screen click the sideways triangle to the left of the save icon and the box will appear.

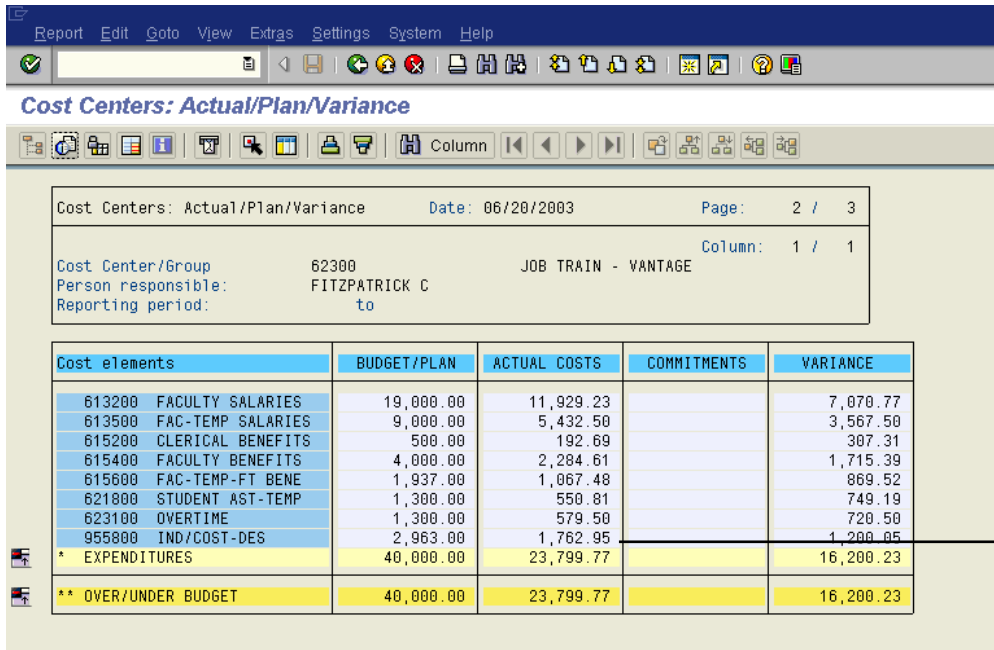


6. In order to expand the report tree, click on the plus sign (+) to the left of the INCEPTION TO DATE (GRANTS) option.
7. Click on the (+) to the left of GRANT BEFORE 11/01/05 (COST CTR).
8. Double-click on GRANT PLAN/ACTUAL VARIANCE.



9. Enter the cost center number associated with your grant in the box labeled Or value(s) (Type in the matching cost center number, i.e. 9XXXX, to view matching account information).

10. Push the Execute icon or press F8 on the keyboard.



To read report:

11. The column labeled BUDGET/PLAN details the award by budget line item. The total award for the project is displayed at the bottom of this column, in the OVER/UNDER BUDGET row.

12. The column labeled ACTUAL COSTS details the expenditures by line item.

13. The column labeled COMMITMENTS displays future costs that have not yet been incurred (i.e. future salary obligations, unreceived merchandise).

14. The column labeled VARIANCE details the remaining balance.

SAP Salary/Fringe Report

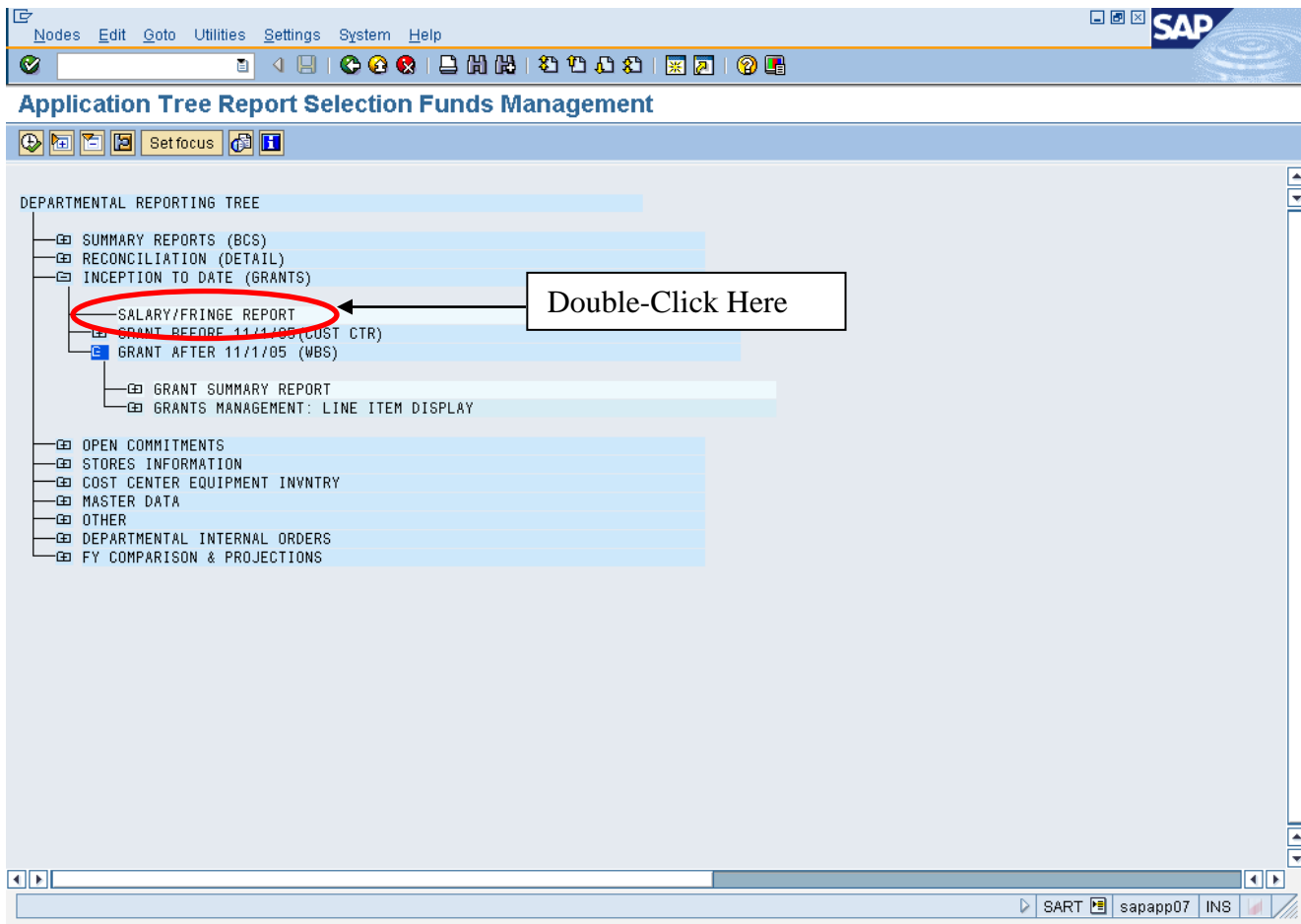
Transaction Code – “ZPRPR016”

The following document will give step by step instructions of how to run the Salary Fringe Report.

The basic procedure is that when you run the report, you will need to enter a date range along with a Cost Center Number, a WBS Element Number, a Grant Number, or a Personnel Number. The program will then read payroll posting information and gather the salary and fringe benefit charges that are associated with that Cost Center, WBS Number, Grant Number or employee for the period of time selected. Once it gathers this information, the summary report will provide you with total costs for these elements, and also allow you to drill-down into the elements to view the individual, pay-period amounts and employees that are associated with these expenses.

There are a few different ways to access the Salary/Fringe Report:

1. It is available on your SAP User Menu - in your Role Z-Standard, in the Reports folder
2. You can type ZPRPR016 in the transaction code box at the top of the screen.
3. You can access the report from the **FMRA** report tree (see page 6 for how to get to the FMRA reporting tree), located in the INCEPTION TO DATE (GRANTS) folder on the tree.



To run the report, you will see the following screen where you must enter the date range (in the Posting Date in the Document fields), and also provide Cost Center(s), WBS Element Number(s), Grant Number(s) or Personnel Number(s). The selection screen appears as follows:

The screenshot shows the SAP selection screen for the SALARY/FRINGE REPORT. The fields include Personnel Number, Wage Type, Posting Date in the Document, General Ledger Account, Cost Center, Order, WBS Element, Fund, and Grant Number. Callouts indicate the 'Execute' button (green checkmark icon) and a magnifying glass icon for personnel lookup. A red box highlights the 'Posting Date in the Document' field with a callout stating 'You must enter a Posting Date to run this report'. Another callout points to the Personnel Number, Cost Center, WBS Element, and Grant Number fields, stating 'In addition to Posting Date, you must enter at least one Personnel Number, Cost Center, WBS Element or Grant Number to run the report'.

After entering the date range, Cost Center/WBS/Grant/Personnel Number(s), click on the Execute button (Green Check icon) at the top of the screen. When the program has gathered its information, it will produce a summary report on your screen, such as the one that follows:

The screenshot shows the summary report output. The header includes 'RS4/010/PIFER1BL' and 'CENTRAL MICHIGAN UNIVERSITY SALARY/FRINGE REPORT'. The report title is 'REPORT: Z_FI_SALARYFRINGE_RPT'. The table below shows the following data:

G/L Acc	Amount	WBS	Grant	CostCenter	Order	Fund
611000 PRO ADMIN/SALARY	4,950.83			26450		1000
615000 PROF/ADMIN BENE	2,025.98			26450		1000

A callout on the right side of the screenshot states: 'To view further details on salary or benefits information, double-click on any of the lines in the summary report to view the detailed report.'

There will be multiple lines produced on the report. To view the detail behind the information presented in the summary report, double-click on any line to see the detailed information.

An example of the detail information is shown below.

The screenshot displays the SAP SALARY/FRINGE REPORT interface. At the top, the menu bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The title bar shows 'SAP'. The main header area contains the following information:

- PRD/010/REYN01CA
- REPORT: ZPRFR016
- CENTRAL MICHIGAN UNIVERSITY
- SALARY/FRINGE REPORT
- DATE: 06/25/2008
- TIME: 13:59

Below the header, the report parameters are specified:

- Payroll Date Range: 01/01/2008 - 06/30/2008
- Personnel Number: 00008523

The main data table is as follows:

Pers. No	Name		Amount	Posting Dt	WBS	Grant	CostCenter	Fund	S/L Acc	Order	Run ID
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	01/15/2008			93188	63188	611000		6939
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	01/31/2008			93188	63188	611000		6962
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	02/15/2008			93188	63188	611000		6994
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	02/29/2008			93188	63188	611000		6997
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	03/14/2008			93188	63188	611000		7018
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.20	03/31/2008			93188	63188	611000		7038
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.20	04/15/2008			93188	63188	611000		7062
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	04/30/2008			93188	63188	611000		7090
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	05/15/2008			93188	63188	611000		7110
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	05/30/2008			93188	63188	611000		7129
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	260.19	06/13/2008			93188	63188	611000		7152
8523	REYNOLDS, CRAIG	PRO ADMIN/SALARY	350.19	06/30/2008			93188	63188	611000		7169
Total:			3,122.30								

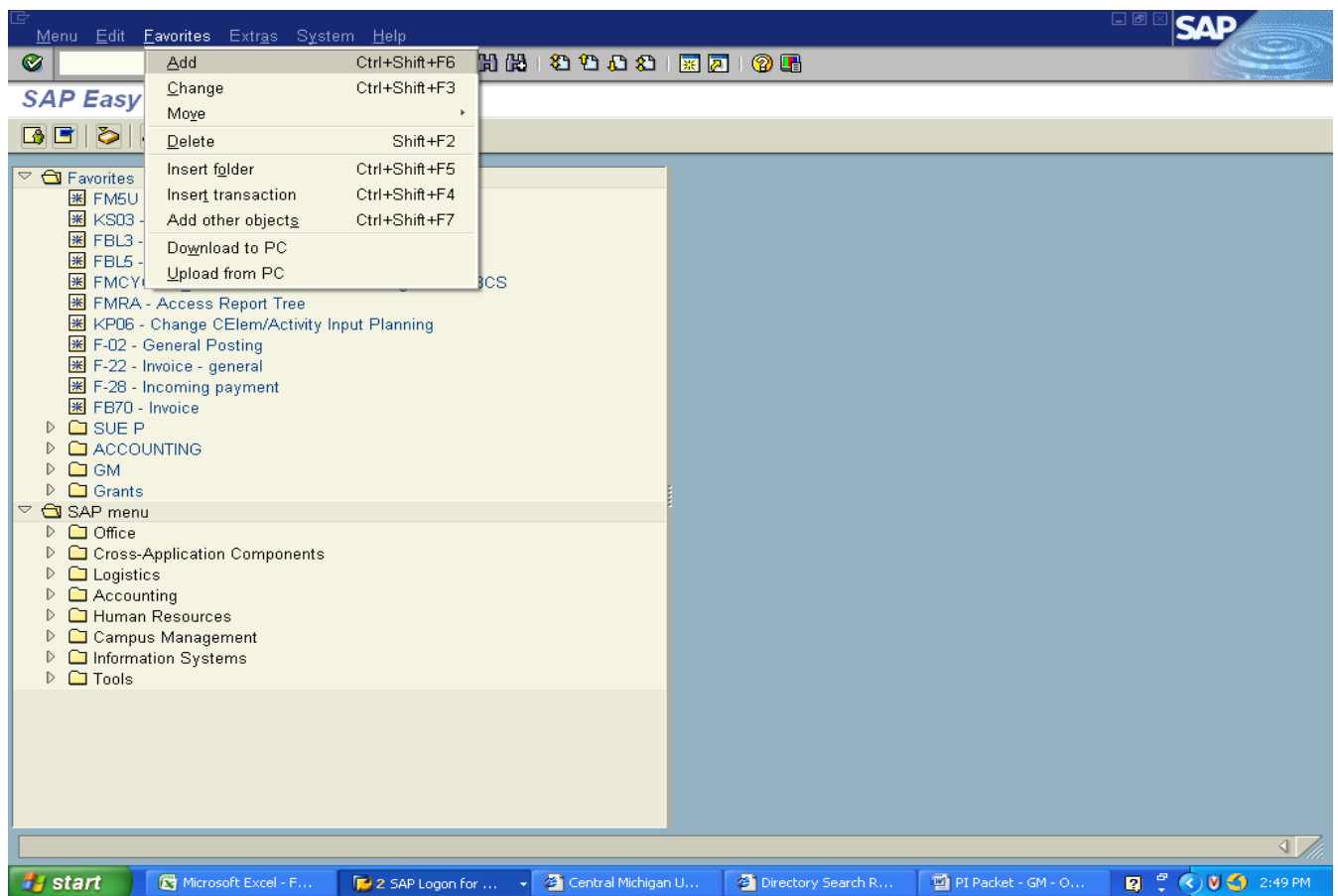
The status bar at the bottom right of the window shows 'PRD (1) (010) | sapapp02 | INS'.

Creating And Managing Favorites In SAP

In SAP Easy Access, you can create list of favorites containing transactions, files, and web addresses. The following below shows how to create a list of favorites containing “transactions”:

Inserting an Item from the SAP Standard Menu or from the User Menu

- Use the menu bar:
 - a. Select an executable item from the user menu.
 - b. Choose *Favorites* → *Add*.



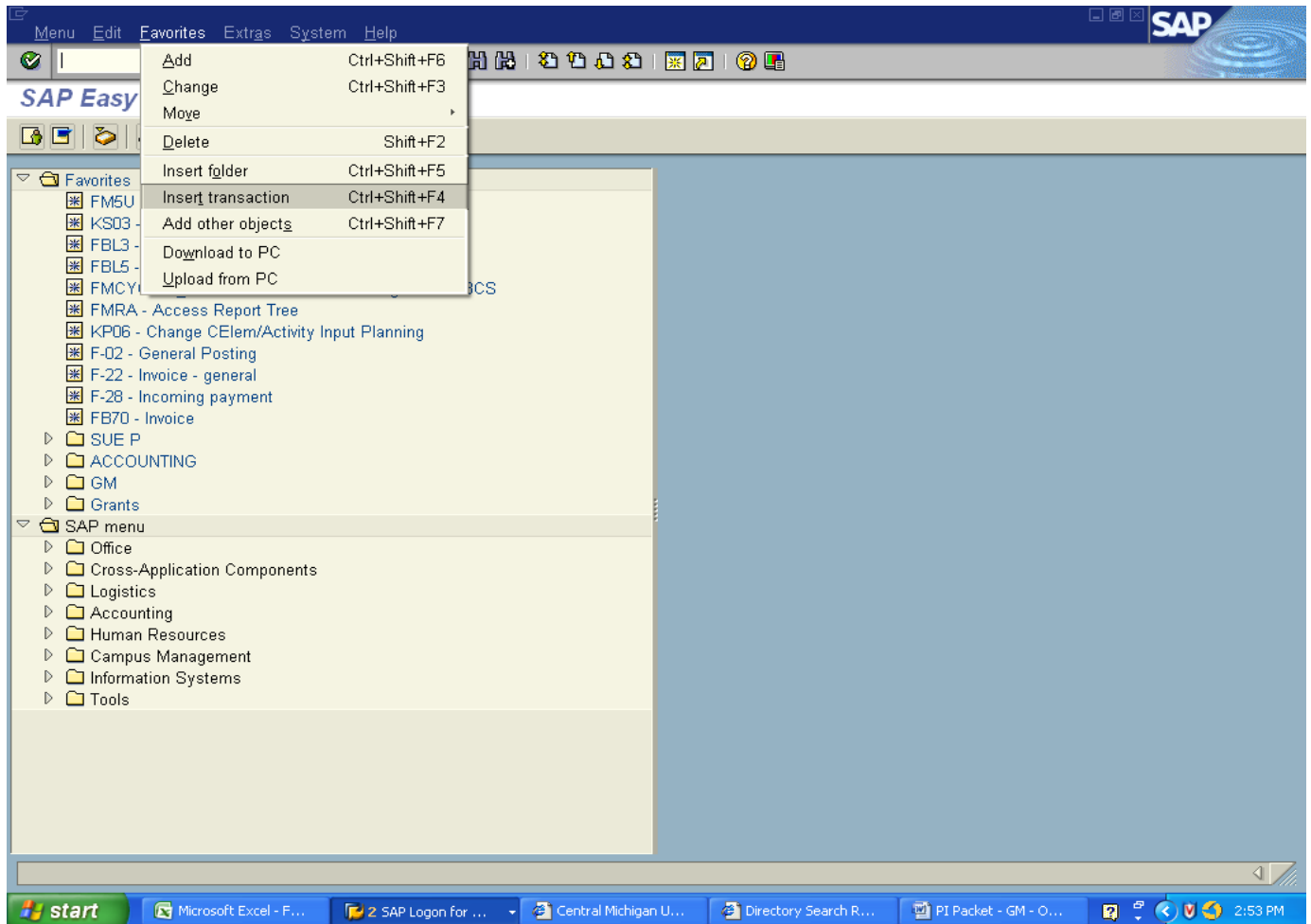
The new item appears at the end of your list.

- Use Drag&Drop.
 - a. Select and hold an executable item from the user menu.
 - b. Move the cursor (drag) into you Favorites folder and release (drop) the mouse button.

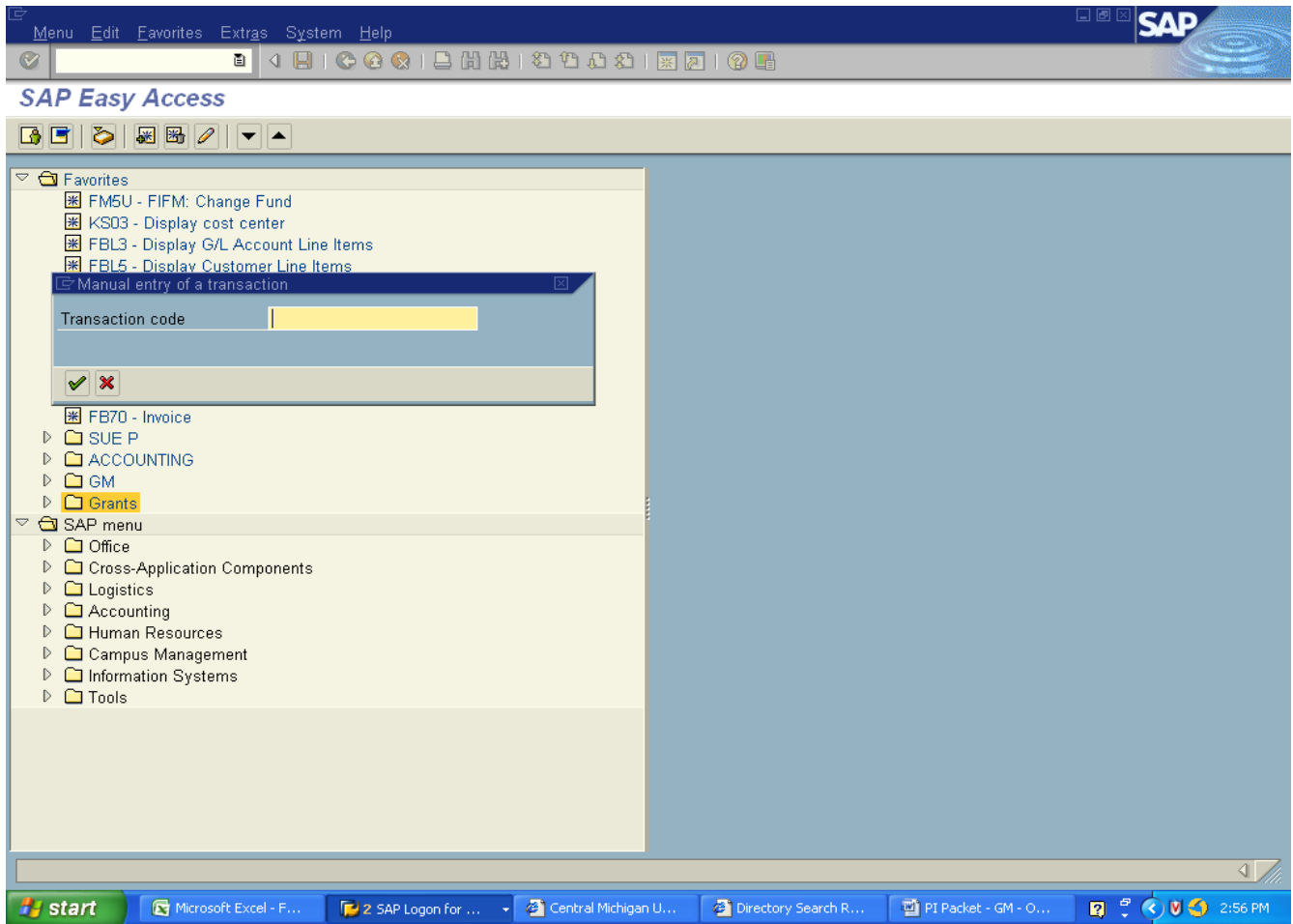
The new item appears below the position where you dropped it.

Inserting a Transaction

Choose *Favorites* → *Insert transaction*.



A dialog box will appear.



Enter the transaction code and click the Green Check mark to continue.

The new item appears at the end of your list, and is automatically labeled with the transaction name.

For additional help with SAP system such as how to manage favorites, navigate the user interface, customize your user settings, etc, you can access the following link:

http://help.sap.com/saphelp_erp2005/helpdata/en/46/a94b42cdb0b430e1000000a155106/frameset.htm

Important Forms Found on the Web

For Grant Accounting Information:

www.controller.cmich.edu/Grants/grants.htm

Note: Please see this location for guidance regarding mapping of Sponsored Classes to a list of grant General Ledger (GL) accounts

www.controller.cmich.edu/downloads/forms.htm#GrantAccounting

Note: Please see this location for grant forms such as the Cost Transfer Justification Form, In-Kind Contribution Form, Signature Authority Form and Time and Effort Forms

For Information on Journal Entries:

www.controller.cmich.edu/Accounting/JournalEntries.htm

For Frequently Used Non-Grant Accounting Forms:

www.controller.cmich.edu (Click in the Quick Links box)

-Select *SAP Account Request Form* (under Financial Information Systems heading)

Note: In order to gain access to the SAP system, this form must be completed and submitted online.

-*Employee Reimbursement Voucher* (under Travel Services heading)

www.controller.cmich.edu (Click on the Forms link under Other Links heading)

-*Invoice Voucher Form* (under Forms → Payable Accounting heading → Forms)

-*Direct Deposit – Travel Reimbursement* (under Forms → Travel Services heading)

-*Mileage Log Form* (under Forms → Travel Services heading)

-*Application/Agreement Form – Credit Card* (under Credit Card Services heading)

www.controller.cmich.edu (Click on the Payroll link under Departments)

-*Time Sheet Printing* (For Students & Staff)

www.fps.cmich.edu (Click on Forms & Instructions)

-*Employment/Personnel*

www.hrs.cmich.edu/forms.htm

-*Personnel Transaction Forms* (Click on Personnel Transaction Forms)

-*Student Employment Forms* (Click on Student Employment Forms)

For ORSP Forms:

www.orsp.cmich.edu (under Forms)

www.controller.cmich.edu/Training/trainingsurvey.htm

Central Michigan University
Grant & Contract Cost Transfer Justification Request

(This form must be completed and attached with appropriate documentation to a completed journal entry (SA Document))

Requested By: Department: Move Charges From Account No.: Project Title: Project Beginning Date: _____	Date: Amount: Sponsor: Project Ending Date:
Move Charges To Account No.: Project Title: Project Beginning Date: _____	Sponsor: Project Ending Date: _____

OMB Circular A-21-C.4.b states that "Any Costs allocable to particular sponsored agreement under the standards provided in this Circular may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience." Other federal regulations require cost movements to be made in a timely manner. Timely is defined as taking place within 90 days of the occurrence of the cost, or by the end of the grant including extensions." Movements requested 90 days after the original occurrence require that all of the following questions be answered. **Documentation to support this request must be attached.**

1. What is the charge for and how does it benefit the project which is now being charged?

2. Why was the cost not correctly charged initially?

3. If the transfer is between two sponsored projects, explain how the two projects are related.

4. Why is this cost transfer being requested more than 90 days after the occurrence of the original transaction?

5. What measures have been taken to avoid the need for this type of cost transfer in the future?

Principal Investigator's name, title, and phone: _____

Principal Investigator's Signature: _____ Date: _____

Note: By signing above, requestor certifies that the cost to be transferred is an appropriate expenditure for the sponsored grant or contract charged and the expenditure complies with the terms and restrictions governing that sponsored grant or contract. The Grants and Contracts Office will review this request for approval. If approval is not granted the movement will not be allowed and the PI will be notified. Please send the completed form including documentation to WA307. Grants & Contract Approval: _____ Date: _____

**Central Michigan University
In-Kind Contribution Receipt Voucher**

Approval _____

Name of Donor: _____ Date: _____

Address of Donor: _____
(street address) (city, state & zip)

Personal Service

Service Performed _____

Donor's Occupation _____

Number of hours donated _____ Rate per hour _____

Fringe Benefit Rate (if known) _____

Value of donation (hours x rate) + (hours x rate x benefit rate) _____

Goods

Type of Goods _____

Check one: _____ New _____ Used

If used, indicate condition:

_____ Excellent _____ Good _____ Fair _____ Poor

If new, attach receipt.

Assigned value _____

Service Other Than Personal

Space rental _____ Value _____

Equipment rental _____ Value _____
(Type of equipment)

Other _____ Value _____
(Description)

Receipt of the above goods and/or service is hereby acknowledged by the undersigned parties. It is understood this contribution may be counted as matching funds on a grant for which Central Michigan University is fiscal agent.

Donor: _____
(Signature)

Project Director: _____
(Signature)

Central Michigan University Signature Authority Form

Who has signature authority?

Signature Authority is granted to a project director.

How does someone else gain signature authority?

Written approval must be given by the project director and written acceptance must be given by the additional signer. This is done by completing this signature authority form or in another means of written communication.

What does it mean when I sign a grant document?

By signing grant related documents, the signer is attesting that the charges are allowable, reasonable and allocable to the project.

What do I do with this form when it is completed?

The original signature authority form must be given to the grant accountant in WA304 or WA307 so that it may be kept in the grant file.

I, _____, project director for _____,
(Type Project Director Name) (Grant title or Grant#)

authorize _____ to have signature authority.
(Type Name of additional authorized signer)

I, _____, accept the responsibility of signature authority for the
(Type Name of additional authorized signer)

project listed above.

Signature of Project Director

Date

Signature of Additional Authorized Signer

Date

For Accounting Services use only:

List the Date form was received by Grant Accounting _____



Time and Effort Reporting Policy

Per Office of Management and Budget (OMB) Circular A-21, Section J.8.a, CMU is required to document effort spent on externally-sponsored activity. This time and effort reporting policy is intended to meet this requirement. The system is an "After-the-Fact Activity" system, under which the distribution of salaries and wages by CMU will be supported by activity reports as described below:

A. Time and Effort Reporting Forms will reasonably reflect the percentage distribution of efforts expended by CMU salaried faculty and professional staff involved in federally-funded and state-funded grants, contracts and cooperative agreements. Time and Effort Reporting forms do not need to be completed for staff and student employees who utilize bi-weekly timesheets.

B. For each federally-funded or state-funded project, a Time and Effort Reporting Form will be completed and signed by each person working on the project, provided that the approved grant, contract or cooperative agreement commits University personnel time to the project, regardless whether such time is paid by external funds or is an unpaid contribution, i.e., an in-kind match.

C. The Time and Effort Reporting Form shall include an optional reporting section which provides an opportunity for the person working on the project to provide information regarding the type of work they have completed during the reporting period.

D. Time and Effort Reporting Forms will be confirmed by a person having firsthand knowledge of the employee's activities. Confirmation is indicated by a countersignature on the form.

1. If a form documents a **faculty member's effort and he/she is the Project Director**, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).
2. If a form documents a **faculty member's effort and he/she is *not* the Project Director**, the form will be countersigned by the Project Director.
3. If a form documents a **professional staff member's effort and he/she is the Project Director**, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).
4. If a form documents a **professional staff member's effort and he/she is *not* the Project Director**, the form will be countersigned by the Project Director.

E. Time and Effort Reporting Forms will be completed near the end of each semester and will document the percentage distribution of effort expended during the same semester.

F. Time and Effort Reporting Forms must be returned to Grant Accounting by the end of final exam week each semester.

G. Completed Time and Effort Reporting Forms will be filed in the Grant Accounting office.

For further information, contact Grant Accounting at 774-7359 (for federal grants) or 774-7361(for state grants) or the Office of Research and Sponsored Programs at 774-ORSP.

Time and Effort Reporting Form

In order to comply with the university and government's requirements for "time and effort reporting," this form must be completed near the end of each semester by each salaried faculty member or professional staff employee working on a federally-sponsored or state-sponsored project.

Name: _____ Department: _____
Semester reported: Fall 20 ____ Spring 20 ____ Summer 20 ____

Provide a breakdown of your responsibilities for this semester. The total, including externally funded activities must equal 100%. **If your pay assignment changes during the semester, please complete a SEPARATE form with date range listed (use separate form for EACH date range).**

Teaching and teaching-related activities	_____	%	
Scholarly & creative activities -- not externally funded	_____	%	
Administrative activities	_____	%	
Service activities	_____	%	
Externally funded activities*	_____	%	} _____ %
	_____	%	
	_____	%	
TOTAL		_____	% (should = 100%)

*For the reporting period, indicate the breakdown (% time) spent on each funded project accomplishing the following tasks

	<u>Cost Center / WBS Element</u>		
	Award:	_____	_____
a) Planning research	_____	%	_____ %
b) Data collection (field, laboratory or library research)	_____	%	_____ %
c) Data analysis	_____	%	_____ %
d) Manuscript preparation	_____	%	_____ %
e) Professional meetings/presentations	_____	%	_____ %
f) Other (specify)	_____	%	_____ %
g) TOTAL	_____	%	_____ %
Total externally funded activities		_____	%(sum of sub-totals above)

You **must** report the total percentage of time spent on each funded project. (Line G)
You are **strongly advised** to also report the percentage of time spent on the individual tasks (Lines A-F). Remember that work performed under a grant or contract may be subject to audit, and it is therefore essential that you retain accurate records and documentation of the work you have done (e.g., laboratory or field note books, data file, manuscripts, etc.) **for at least 3 years** after the end of the project (or longer if required by the agency).

Please send the completed form to **Grant Accounting, 307 Warriner**. If you have any questions, please call Grant Accounting at 774-7359 (for federal grants) or 774-7361 (for state grants).

Please check this box, sign and return if you believe that you have not been paid from this Cost Center/WBS# during the semester noted above.

I certify that the information provided above is correct.

Employee Signature _____ Date _____

Confirming Signature _____ Date _____

NOTE: If the employee named above is also the Project Director, then please ask the Department Chair or another higher authority to sign as the person confirming the employee's time spent on the project. The Project Director may sign as the confirming signature for all other salaried employees working on the project.

Time and Effort Reporting Form

In order to comply with the university and government's requirements for "time and effort reporting," this form must be completed near the end of each semester by each salaried faculty member or professional staff employee working on a federally-sponsored or state-sponsored project.

Name: John Doe Department: IET
Semester reported: Fall 20 09 Spring 20 _____ Summer 20 _____

Provide a breakdown of your responsibilities for this semester. The total, including externally funded activities must equal 100%. **If your pay assignment changes during the semester, please complete a SEPARATE form with date range listed (use separate form for EACH date range).**

Teaching and teaching-related activities	<u>25</u>		%	
Scholarly & creative activities -- not externally funded	<u>20</u>		%	
Administrative activities	<u>10</u>		%	
Service activities	<u>5</u>		%	
Externally funded activities*	<u>612001</u>	<u>15</u>	%	}
	<u>61000</u>	<u>25</u>	%	
			%	
TOTAL	<u>100</u>		%	(should = 100%)

*For the reporting period, indicate the breakdown (% time) spent on each funded project accomplishing the following tasks

	<u>Cost Center / WBS Element</u>			
	Award:	<u>612001</u>	<u>61000</u>	_____
a) Planning research	<u>8</u>	%	<u>10</u>	% _____ %
b) Data collection (field, laboratory or library research)	<u>5</u>	%	<u>15</u>	% _____ %
c) Data analysis		%		% _____ %
d) Manuscript preparation		%		% _____ %
e) Professional meetings/presentations	<u>2</u>	%		% _____ %
f) Other (specify)		%		% _____ %
g) TOTAL	<u>15</u>	%	<u>25</u>	% _____ %
Total externally funded activities	<u>40</u>		%(sum of sub-totals above)	

You **must** report the total percentage of time spent on each funded project. (Line G)

You are **strongly advised** to also report the percentage of time spent on the individual tasks (Lines A-F). Remember that work performed under a grant or contract may be subject to audit, and it is therefore essential that you retain accurate records and documentation of the work you have done (e.g., laboratory or field note books, data file, manuscripts, etc.) **for at least 3 years** after the end of the project (or longer if required by the agency).

Please send the completed form to **Grant Accounting, 307 Warriner**. If you have any questions, please call Grant Accounting at 774-7359 (for federal grants) or 774-7361 (for state grants).

Please check this box, sign and return if you believe that you have not been paid from this Cost Center/WBS# during the semester noted above.

I certify that the information provided above is correct.

Employee Signature _____ Date _____

Confirming Signature _____ Date _____

NOTE: If the employee named above is also the Project Director, then please ask the Department Chair or another higher authority to sign as the person confirming the employee's time spent on the project. The Project Director may sign as the confirming signature for all other salaried employees working on the project.