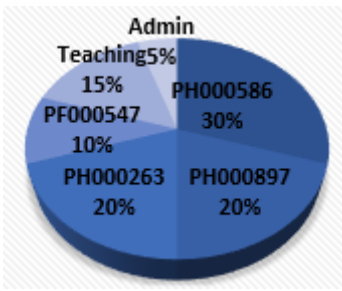


Top 10 Things You Need To Know About Time & Effort



What IS Time and Effort?

- ⇒ Effort is your work on a project, whether the sponsor pays your salary or not (volunteered effort must be charged to a non-grant account.)
- ⇒ If you work on a sponsored project, you must certify your effort.
- ⇒ When you write yourself into a grant proposal, you are *committing* your effort to the sponsor.
- ⇒ Certification must *reasonably* reflect *all* the effort for *all* the activities (research, teaching, clinical and administrative activities that are covered by your compensation).

What Time and Effort is NOT

- ⇒ Effort is *not* based on a 40-hour work week. It's not based on hours at all.
- ⇒ Certifying *effort* is *not* the same as certifying *payroll*.

Time and Effort Facts:

- ⇒ If you reduce your effort, paid or unpaid, on a federal grant by 25%, you must have agency approval. If you reduce your paid effort, you may choose to document cost-sharing so that the total effort does not decrease.
- ⇒ Many activities cannot be charged to a federally sponsored project. For example, the time you spend on these activities cannot be charged:
 - ➔ Writing a proposal
 - ➔ Serving on an IRB, IACUC or other research committee
 - ➔ Serving on a departmental or university service committee
- ⇒ Effort must be certified by someone with *suitable means of verifying* that the work was performed.
- ⇒ In identifying audit findings, auditors look for indications that certification was based on factors other than actual, justifiable effort.

Do you have questions?? Would you like one-on-one training??? Call Charlotte Johnson @44929 or your grants manager.