

**GRANTS AND CONTRACTS PERSONNEL**

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UA Cossatot staff hired to fulfill a position authorized by a grant or contract shall not have the same rights as full-time employees to transfer to another position, but may apply for any regular College position for which they qualify and be considered along with all other qualified candidates.

All Annual and Compensatory Leave must be used before the expiration of the current contract, or it will be forfeited. In the event of termination, lump sum payment for accrued leave will not be available.

The positions funded by a grant or contract cease to exist when the grant or contract terminates, unless the grant specifies the institutionalization of the position(s).

**TIME AND EFFORT REPORTING**

As a recipient of federal funds, UA Cossatot must comply with the Office of Management and Budget (OMB) Circular A-21 (Cost Principles for Educational Institutions). A certification of effort is required to document salary expenses charged directly or indirectly against federally-sponsored projects. This process ensures that salaries and wages are properly expended and that actual effort is consistent with the originally anticipated (budgeted) effort. UA Cossatot will establish procedures that ensure proper adherence to Federal Time and Effort reporting.

HLC Criterion: 2A.2

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**Policy History:**

May 3, 2021  
September 8, 2014  
July 21, 2014  
December 2, 2013  
March 26, 2012  
January 1, 2011  
November 17, 2003  
November 26, 2001  
July 30, 2001

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**TIME AND EFFORT REPORTING PROCEDURES**

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Procedures:

1. When a grant director/coordinator receives an award for a federally sponsored program he/she will prepare a projected distribution of effort for the expected duration of the grant. This will be based on the budget proposed to the sponsor. The grant coordinator will provide this projection with the grant paperwork and budget to the Business Office.
2. Based on the projected distribution of effort through the life of the grant, the frequency of reporting required will be determined by the grant coordinator, which will be at least twice a year, but may be required monthly or by pay period if necessary. This reporting schedule will be communicated to the Business Office.
3. Based on the pre-determined frequency, the Business Office shall provide a blank time and effort report to each employee working on a sponsored project(s). Some federally sponsored programs may provide their own forms. If this is the case, the Business Office must approve the form, or the sponsored program may need to use a secondary form to meet reporting requirements.
4. Each employee receiving this report shall complete the actual percentage of effort for the given time period. All effort that is part of the base salary of the employee must be reported regardless of the source. This will include all hours worked toward the grant, plus any other hours worked for other departments that makes up the institutional base salary. Do not include incidentals where an employee is paid additional funds outside of their institutional base salary, such as adjunct pay, tutoring, or another other project unrelated to the grant. Do not include any voluntary hours or any other unpaid effort. All leave types must be recorded on the form, but do not calculate into the percentage of effort for that time period. Each employee required to submit time and effort forms will be trained by the grant coordinator on the proper submission of the form. If there is an issue about particular time and effort and its inclusion, the business office will make the final determination on its inclusion. The employee will sign the effort report to verify and then obtain appropriate signatures.
5. Verification: All employees must sign their own individual effort reports. In addition, a Principal Investigator (PI) must review and verify all effort reports associated with their sponsored project(s) using suitable means of verification that the reported work was performed. The PI will normally be the grant coordinator or the employee's direct supervisor. If the PI is not available, an appropriate supervisor may also verify and sign the time and effort certification.
6. Effort reports are due to the grant coordinator by the 10<sup>th</sup> day of the following month for which certification is required.

7. Once verified, a copy of the time and effort certification form will be sent to the Business Office for retention.
8. Any salary reallocations or adjustments resulting from time and effort reports will be made as determined between the grant coordinator and the Business Office.

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**Procedure History:**

October 25, 2013  
March 5, 2012

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