

# Time & Effort Procedures

As stated in the [Compensation Policy](#) of Allegheny College, and in compliance with federal [Office of Management and Budget \(OMB\) requirements](#), Allegheny monitors and documents efforts expended on externally funded projects. When compensation is charged to a grant, the project directors or principal investigators (PD/PI) are required to certify both their effort and that of other persons active on such projects.

All Allegheny College effort reporting shall be completed after the fact and as a percentage of an employee's total compensated activity in accordance with OMB requirements. The commitment of effort from the project proposal and award document, the reported effort, and the employee's salary and wages will serve as the basis for calculation and verification.

Effort reporting is required after each semester and summer for all projects in which an employee's compensation is charged to an external sponsor, such as a grant. It is essential that Time & Effort Reports be completed within one month of the deadline in order to meet this federal requirement.

## PD/PI Responsibilities

- Review grant award documents upon receipt to confirm that levels of effort and compensation have been properly represented.
- Complete effort reporting form after each semester and summer. (Don't forget to include any cost share commitments, i.e., using personnel time as a match. This must be included in the effort distribution.)
- Certify effort reporting of project personnel after each semester and summer.
- Identify when and where the effort committed to projects should be adjusted and work with the Foundation & Corporate Relations Office to make necessary modifications.

## Foundation & Corporate Relations Office Responsibilities

- Maintain time & effort report and procedures in compliance with OMB requirements, and inform Allegheny employees involved with grants of any modifications.
- Answer questions regarding the compensation policy, time & effort reporting and procedures, and federal and funder regulations.
- Facilitate timely and accurate effort reporting.
- Review and maintain relevant documents and forms.

Thank you for completing this required Time and Effort Report. Please contact the Foundation & Corporate Relations Office with questions.

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# Annual Time & Effort Report

**Project Director/Principal Investigator (PD/PI) name:** \_\_\_\_\_

**Other name** (if PD/PI is completing this form for someone else): \_\_\_\_\_

**Circle one:**    **Fall**        **Spring**        **Summer**        **Year:** \_\_\_\_\_

Please fill in or verify the following percentages for each grant or sponsored project you (or the person listed above) worked on during the reported time period (**Percent of total time and effort column**), and then sign below. No salary figures are saved with this document, only account numbers. The percentage of time and effort devoted to non-grant-funded activities (such as teaching, department chair, committee service and/or non-federal grant work) may be added together in the right column.

*Example Report:*

Grant / Activity	Account # (if necessary)	Percent of total time and effort
Grant project ABC	20-1234-5678-90123	22%
Teaching		78%
Department chair		
Committee service		
<b>Total time and effort (MUST equal 100%)</b>		100%

*Your Report:*

Grant / Activity	Account # (if necessary)	Percent of total time and effort
<b>Total time and effort (MUST equal 100%)</b>		100%

*I have first-hand knowledge of the activity described above and sufficient technical or programmatic knowledge to certify that this report represents an accurate and reasonable summation of work performed during the reporting period.*

**PD/PI signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Other signature:** (if different from the PD/PI) \_\_\_\_\_ **Date** \_\_\_\_\_