INFORMATION ON THE SUMMER 2018 EFFORT REPORTING FOR SPONSORED GRANT/CONTRACT FUNDING

What Time period do the reports cover?
The Summer 2018 reporting period is for work performed between May 6, 2018 and July 28, 2018; paid from June 1, 2018 to August 10, 2018. It includes Summer Off-Contract effort through August 24, 2018. For this reporting period paper copies of the summer reports were mailed to the departments during the week of September 3, 2018.

When are they due?
Completed reports should be returned to Grants and Contracts Accounting Department by Friday, September 28, 2018. They can be mailed to Stop 8046 or e-mailed to windange@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 summer 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 then needs to sign the form which certifies the 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 contact Angela Winder if you have any questions on the effort reports at ext. 3056.

Please see the Grants & Contracts Accounting Web Page for General Information on Effort Reporting.