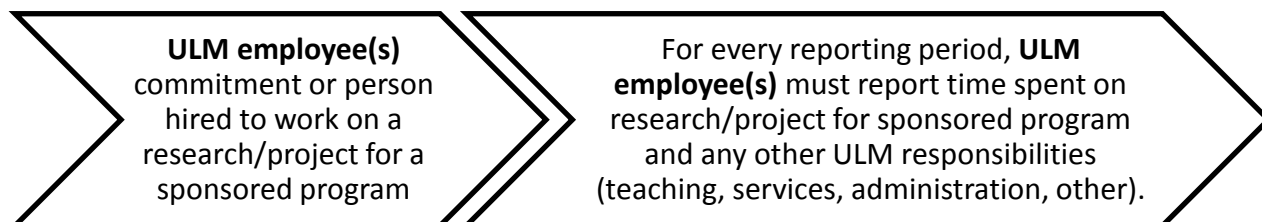**Policy Name: Time and Effort Reporting**
Effective Date: 7/1/2013
University Division: Academic Affairs, OSPR

Definition: Time and Effort Reporting from Sponsored Program work conducted by ULM employees and students

Employee's affirmation that s/he indeed actually worked the amount of time promised in the awarded proposal of a sponsored program by documenting effort on the University's Time and Effort Report as required by Federal law.

ULM employee(s) commitment or person hired to work on a research/project for a sponsored program	For every reporting period, **ULM employee(s)** must report time spent on research/project for sponsored program and any other ULM responsibilities (teaching, services, administration, other).

Terms: Time and Effort Reporting from Sponsored Program work conducted by ULM employees and students

1. This policy applies to all ULM faculty/staff/students/employees who have worked on a sponsored project, regardless if they were paid by the sponsor or a match/cost share by ULM.

2. This policy does not apply to contractors, subawardees or non-directly paid personnel through ULM's payroll department of the Controller's Office.   These personnel are subject to Time and Effort Reporting as required by their establishments.

3. The Time and Effort Report does not track overload pay for additional work done and paid by ULM (i.e. course design, course instruction, endowment, fellowship, etc.)

Procedures: Time and Effort Reporting from Sponsored Program work conducted by ULM employees and students

Pre-Award
1. Salary amount(s) and effort percent(s) are calculated by the PI based on the scope of the research/project. The proposal must include the requested salary amount(s), including fringe benefit costs, to be paid by extramural funds or as a match/cost-share to the project.

A. Contact the OSPR if you need assistance with salary amount and/or effort percent calculations. The ULM OSPR Time and Effort Guidelines is posted on the OSPR website for reference.

2. Salary amount(s) and effort percent(s) must be approved internally via ULM Proposal Routing and Approving Forms http://www.ulm.edu/research/forms.html.

Post-Award
1. Individuals responsible for Time and Effort reporting.

A. The Principal Investigator(s) is responsible for retaining sufficient and adequate records (for a minimum of three years beyond the expiration date and/or closing date of the sponsored project) on all project records including tracking effort percent completed by all ULM employees and students for Time and Effort Reporting.

1. The Principal Investigator (PI) has the responsibility to be the first to approve a report inclusive of all faculty/staff/student/employee's effort as proposed on their grant project.

2. The Principal Investigator (PI) has the responsibility to complete the T&E forms for all student/GA/casual wage persons. This online T&E form is different to ULM PI/faculty/staff persons form. This form is not prepopulated with grant/project details. (Students/GA/casual wage individuals will not need to take any action to report effort.)

B. Each PI and ULM faculty/staff person is responsible for affirming their effort conducted on all externally funded grant/projects on their individual T&E Report form. For the individualized report, the grant/project(s) effort information (Section A and/or B) has been pre-populated and approved by the PI(s). The PI, ULM faculty/staff member will complete Section C of the report and submit.

Note: If a faculty or staff employee is no longer working at ULM, it is the responsibility of the PI or Dean's Office to aid OSPR to complete their form.

2. Time and Effort Reports must be completed by January 31 and August 31 of every year.

A. The January 31 report must reflect all efforts conducted in the first half of the fiscal year - July 1 through December 31. The August 31 report must reflect all efforts conducted in the second half of the fiscal year -January 1 through June 30.

B. The OSPR office will generate a Time and Effort Report information for each ULM faculty/staff/student/employee based on information supplied to the OSPR office by

the PI (in the pre-award and post-award stages). It is important that PI's keep the OSPR apprised of names of hires of employees or students in order to maintain a current reporting system.

3. If a project is not following the timeline listed in the proposal or employee effort has to vary for any circumstance, please notify the OSPR Office immediately. Actions may require adjustments in effort calculations and notification/renegotiation with the sponsored program.