

A. PURPOSE

Federal sponsors of grants, contracts, and subcontracts require “time and effort reporting” to document that salary costs charged to accounts accurately represent the amount of effort committed to the project. Sponsors seek this degree of accountability to ensure that they only support costs incurred that are essential to research efforts. These guidelines are further explained in the Office of Management and Budgets’ Circular A-21, Section J-10. This policy in no way supersedes the policies or terms of employment detailed in Christopher Newport University’s “University Handbook.”

B. INCLUDED POPULATIONS

This policy pertains to all full-time and part-time faculty and staff members who are in any way associated with all sponsored projects, programs, services, contracts, or subcontracts.

C. EFFORT

For the purpose of this policy, effort is defined as the portion of time spent on contracted, professional activities such as research, teaching, administration services, committee work, professional development, student advising, or other forms of service to the department, University, and the community.

Effort does not include activities that are conducted outside the terms of employment at Christopher Newport University.

D. FACULTY REQUIREMENTS

Faculty or professional staff charged in any amount to a federal, state or private sponsored activity will complete a Time and Effort Report once per semester, accounting for 100% distribution of effort expended during the reporting period.

The related University Handbook policy is provided below and outlines the contractual requirements of Instructional Faculty.

As stated in Section XI.5.a, “The teaching load for full-time instructional faculty is fifteen (15) lecture hours per week each semester based on a semester credit hour system.” However, “since full-time Instructional faculty are expected to play an active role in committee work, professional development, student advising, and other forms of service to the department, the University, and the community, the full-time teaching load may consist of twelve (12) lecture hours or its equivalent per week.”

Therefore, relative to sponsored research activity, 100% faculty effort for the contracted nine month period will consist of a full-time teaching load of twelve (12) lecture hours or its equivalent.

E. NON CONTRACTUAL PERIODS

Instructional faculty members may participate in sponsored programs during non-contractual periods independent of their effort requirements for contracted periods. Sponsored funding received through the University, conducted at the University, or with University materials and facilities will be charged the appropriate indirect cost recovery rate.

F. COST SHARING

Cost sharing occurs when the University bears a portion of the costs of a sponsored project (e.g., committing personnel at no cost to the project). *Mandatory cost share* is cost sharing required by the sponsor as a condition of the award. *Voluntary cost share* is not required by the sponsor but may be pledged in a proposal or budget justification. *If the budget is so approved, this voluntary cost sharing becomes mandatory and must be accounted for and certified.*

G. REPORTING

Effort Reporting Certification will be required of faculty, staff, and administrative personnel assigned to grant or contract activity during the course of a fiscal year. These forms will be distributed by the Office of Sponsored Programs at appropriate intervals during the course of an academic year, but at least once per semester. Personnel will certify the percentage of effort and/or time devoted to their respective projects by signing the Effort Reporting Certification, acquiring the signature of the Department Chair, and returning the form to the Office of Sponsored Programs.

Upon completion, copies of effort reporting forms will be filed with the official auditable grant file. These forms will only be released upon request by the sponsor of the specified funded research project and will be sent to the Grant Accountant in the Business Office.

H. AUTHORITY

The University reserves the right to revise, change, or eliminate these regulations as necessary and without notice.



Time and Effort Certification

In order to comply with University and Government requirements for "time and effort reporting", this form must be completed each semester by each faculty member or professional staff working on a federal or state-sponsored project.

Name: _____ Department: _____

Semester Reported: Fall _____ Spring _____ Summer _____

In accordance with University Handbook policy, the teaching load for full-time instructional faculty is fifteen (15) lecture hours on a semester credit hour system. However, "since full-time instructional faculty are expected to play an active role in committee work, professional development, student advising, and other forms of service to the department, the University, and the community, the full-time teaching load may consist of twelve (12) lecture hours or its equivalent..."

Relative to sponsored research activity and for the purposes of this form, 100% faculty effort for the contracted nine (9) month period will consist of a full-time teaching load of twelve (12) lecture hours or its equivalent. Stated percentages below are calculated on that basis.

	University funded	
Teaching and teaching related-activity <small>(4 courses = 100%, 3 courses = 75%, 2 courses = 50%, 1 course = 25%)</small>	_____ %	
Administrative Professional Staff <small>(Calculated on a 12-month basis)</small>	_____ %	
Sponsored Research – externally funded activity		
Account #	Grant Title	Grant Funded
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
Total All Activities		100 %

I certify that the information provided above is correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

Principal Investigator and/or Researcher

Date

Project Director or Researcher Supervisor

Date

Sponsored Programs Representative

Date