

PSU Sponsored Program Procedure Template

Separate procedures based on use of different databases/technology and if approval/release is required. Use Calibri 12 pt font.

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| Title: Be specific (i.e. Award Set Up in Banner Finance) Time and Effort Reporting |
| Version: (1-11-14-2019 version number and date released) 1-11-14-2019 |
| Prepared by: (Name of Author, Title) Liane Sutcliffe, post award accountant |
| Approved by: (Name, Director of Office of Sponsored Programs 11-14-2019) |
| Position authorized to execute this procedure: (Position, Title) Post award accountant, HR representative |
| Purpose/goal of procedure: (Briefly explain what procedure will accomplish) Run Effort Reports for review/approval/certification of grant personal compensation and effort |
| Technology Access Required: (Banner Finance, Sponsor Portal, USNH Enterprise Systems Gateway, Be specific) Access to USNH Gateway Enterprise, WebI report HR10800, |
| Procedure: (Detail the steps needed to execute procedure. Include screen shots of technology interfaces.) <ol style="list-style-type: none">1. Work with HR representative or designee to run HR10800 report2. Pull reports by Faculty AY contract dates or Summer dates, which change yearly3. WebI reports are sent to Post Award Accountant Webi Inbox for initial review prior to being sent to grant funded faculty and staff for certification, examples below4. Send certification report to PIs, or individuals having direct knowledge of effort, for review and signature, include the Effort Certification letter explaining the requirement and providing examples of effort. See below |

HR10800.2
 2-USNH_HR
 8/27/2019 10:11:26 AM

Plymouth State University
Personnel Activity Report
Activity Related to Sponsored Projects
 For the selected time period: 05/18/2019 to 08/09/2019

#RECURSIVE

Home Org: PA6JS1

| Campus | Employee Name | Posn | Position Title | Ecls |
|--------|------------------|--------|----------------------------|------|
| P | Dykstra, Laura G | PCARES | Faculty Stipend - Research | F7 |
| | | | | |
| | | | | |
| | | | | |

Campus Address _____
 Justice & Security
 Mary Lyon Hall Rm 034E MSC 59
 Campus-PSU
 PSU

| Sponsor (Agency) | Fund Title | Fund Manager | For BSC - Reference | | | | Computed | Revised |
|------------------------------------|-------------------------------------|---------------------|---------------------|--------|---------|--------|----------|----------|
| | | | Grant | Fund | Account | Org | Effort % | Effort % |
| Manchester Community Health Center | Evaluation of Manchester P.D. Acert | Halter, Stephanie J | 64N269 | 64N269 | 611BAS | PA6JSG | 33.33% | |
| Manchester, NH (City of) | MPD-ACERT Evaluation | Halter, Stephanie J | 64G107 | 64G107 | 611BAS | PA6JSG | 66.67% | |
| Total: | | | | | | | 100.00% | |

I certify that effort allocations are correct or I have adjusted the proportion of the salary charged to sponsored projects as indicated above to be a good approximation (within 5% of the whole) of the proportion of my (or the reported individual's) total UNH/USNH effort that was spent on the sponsored project(s) within the reporting period.

Signature: _____ Title: _____ Date: _____

Please return this for to: Your BSC or Your Effort Certification Coordinator

HR10800.2
 2-USNH_HR
 8/27/2019 10:05:45 AM

Plymouth State University
Personnel Activity Report
Activity Related to Sponsored Projects
For the selected time period: 08/11/2018 to 05/17/2019

Home Org: PA3XD1

| Campus | Employee Name | Posn | Position Title | Ecls |
|--------|-------------------|--------|---------------------|------|
| P | Cordeira, Jason M | PB0882 | ASSOCIATE PROFESSOR | FQ |
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Campus Address _____
 Exploration & Discovery
 Boyd Science Center Rm 315 MSC 48
 Campus-PSU
 PSU

| Sponsor (Agency) | Fund Title | Fund Manager | For BSC - Reference | | | | Computed | Revised |
|---------------------------------------|------------------------------------|-------------------|---------------------|--------|---------|--------|----------|----------|
| | | | Grant | Fund | Account | Org | Effort % | Effort % |
| University of California at San Diego | FY19 Atmos. River Research & 4Cast | Cordeira, Jason M | 64U104 | 64U104 | 611F17 | PANSCJ | 25.00% | |
| | PSU Educational & General | Wilcox, Laurie R | | 6U0000 | 611F17 | PA3XD1 | 75.00% | |
| Total: | | | | | | | 100.00% | |

I certify that effort allocations are correct or I have adjusted the proportion of the salary charged to sponsored projects as indicated above to be a good approximation (within 5% of the whole) of the proportion of my (or the reported individual's) total UNH/USNH effort that was spent on the sponsored project(s) within the reporting period.

Signature: _____ Title: _____ Date: _____

Please return this for to: Your BSC or Your Effort Certification Coordinator

August 28, 2019

To: All Personnel Funded by Sponsored Programs

From: Office of Research Administration (ORA)

Re: Effort Certification

Plymouth State University is required by USNH policies and by Federal regulations to certify the effort of PSU employees and students working on Federal projects. Effort Certification is a means of assuring sponsors that the work you have done corresponds to the amount you were paid from the project. Plymouth State University requires effort certification twice per year: one certification for the Academic Year (AY), and another for summer.

We do this with your assistance in completing the effort report and certification. A Personnel Activity Report (PAR) serves as the effort report and includes all accounts from which you were paid. The statement will include cost-shared effort as well. Non-status hourly employees certify via the bi-weekly timesheet and do not receive a PAR. Your Personnel Activity Report (PAR) is generated from payroll files by the Office Research Administration. The PAR contains a list of the projects and PSU activity that are paying your salary along with the percentage of effort committed to those projects.

Your PAR is attached to this memo for your review and certification. Please review, adjust as necessary, sign, and return to ORA MSC 17 by **September 20, 2019.**

To certify your PAR:

Using suitable means of verification, review the report and verify that the work associated with the effort was performed.

If actual effort accurately reflects what was committed, please sign the PAR and return it to the Office of Research Administration, MSC 17.

If actual effort is different from committed effort, note the difference in the space provided on the right side of the PAR and return the report to ORA. Differences of 5% or more require us to change how your salary was charged. For example, the employee committed 50% of his or her effort to a project but ended up expending 60%. This is a change of 10% (greater than 5%). Note this change on the right side of the PAR so ORA can make the appropriate changes. This is an unusual circumstance.

If you have any questions, please call Liane Sutcliffe (x52554) or via email at lianes@plymouth.edu.

Some helpful definitions:

Effort – the time (expressed as a percentage) you spend on a project whether the sponsor pays your salary or not

Effort Commitment – your work included in a proposal

Total University Effort – all activities for which you are compensated from university administered funds for performing regular duties

Institutional Base Salary – your regular pay for performing regular duties (excludes pay earned outside of regular duties whether internal or external to the university)

Regular Duties – duties and responsibilities associated with your occupational type and/or classification, as described in the initial appointment letter, subsequent communications, and/or position description

FAQs

How are the percentages calculated on the PAR?

The computed percentages column on the PAR is based on actual salary cost distributions. Salary costs are distributed based on the initial planned labor distribution established by the PI/PD and entered by ORA at the beginning of the year. The initial planned labor distribution will be modified by the PI/PD during the year when there is a significant change in work activity directly or indirectly charged to sponsored agreements.

How are revisions to effort allocations processed?

When actual effort allocations vary by 5% or more from computed effort allocations you should enter the revised % on the PAR before signing it. ORA will reallocate the labor costs based on your revised effort certification. Revisions should be entered as soon as possible to correct reports and billing to sponsors in a timely manner.

Effort is not based on a 40-hour work week

This concept generates frequent questions and discussion. Your total university effort is all your activities related to your regular duties, defined in the appointment documents, which you are compensated for at the university. Total university effort is always 100% regardless of the number of hours whether your total effort is determined to be a full time or less than a full time position.

Example 1 - Your position, and total effort for the university, is defined as a 75% full time equivalent position. You work at least 30 hours per week and some weeks more than 40 hours including time at night and weekends. Your total university effort is 100%.

Example 2 - Your position is full time however you normally work 80 hours per week. Your total university effort is 100%.

Level of Precision

USNH practice requires a change in the effort report and the labor cost distribution, when actual effort varies by 5% or more from the reported effort.

Some activities are so infrequent and so brief that they cannot and should not be counted. When reviewing your effort report you can ignore activities that are less than 1% of your total university effort.

Variations in planned effort

Your level of effort may vary within an effort reporting period (12 months) as long as you fulfill your overall commitment.

For example if planned level of effort on a sponsored project is 50% for the year and the first 6 months your level of effort is 25% and the following 6 month your level of effort is 75% than your average effort for the year is 50% - this is acceptable as long as you fulfill your level of commitment to the sponsors. The salary distribution should accurately reflect the level of effort throughout the 12 month period, e.g. 25% during the first 6 months and 75% during the last months.

Short-term variations, no more than 2 months, in the level of effort are acceptable practice without changing the labor allocation as long as the average planned commitment of effort is maintained.

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| 5. When signed certifications are received, manually check off receipt on log sheet, scan documents into shared drive: "Personal Activity Report T & E" folder |
| 6. Follow up with faculty, staff who have not returned signed reports within designated time frame noted in the letter |
| 7. |
| 8. |
| 9. |
| 10. |

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| 11. Send report to PIs, or individuals having knowledge of effort, for review and signature, include the document explaining the requirement, see below |
| 12. |
| 13. |
| 14. |
| 15. |
| 16. |
| 17. |