

Time and Effort Reporting Policy

U.S. Office of Management and Budget (OMB) Circular A-21, Section J.8.a requires the university to document effort spent by faculty and staff on externally sponsored activity. This time and effort reporting policy is intended to meet this requirement. The system is an "After-the-Fact Activity" system, under which the distribution of salaries and wages by Salem State University will be supported by activity reports as described below:

- A. Time and Effort Reporting Forms will reasonably reflect the percentage distribution of efforts expended by SSU faculty and administrative staff involved in federally-funded and state-funded grants, contracts and cooperative agreements.
- B. For each federally-funded or state-funded project, a Time and Effort Reporting Form must be completed and signed by each person working on the project, provided that the approved grant, contract or cooperative agreement commits university personnel time to the project, regardless of funding mechanism or source.
- C. Time and Effort Reporting Forms must be signed by the faculty or staff member reporting and must be confirmed by a person having firsthand knowledge of the employee's activities. Confirmation is indicated by a countersignature on the form. Original signatures are required; rubber stamped or electronically produced signatures are not acceptable.
 1. If a form documents a **faculty or administrative staff member's effort and he/she is the project director**, the form must be countersigned by the department chair.
 2. If a form documents a **faculty or administrative staff member's effort and he/she is not the project director**, the form must be countersigned by the project director.
- D. Time and Effort Reporting Forms must be completed according to the schedule below to document the percentage distribution of effort expended during the time period being reported.
 1. **Faculty forms** are due December 15 for fall semester, May 15 for spring semester and August 15 for either summer session.
 2. **Administrative staff forms** are due monthly with the time sheet for the week containing the last day of the month.
- E. Completed Time and Effort Reporting Forms should be sent to Grant Accounting, ADM-2, e-mailed to GrantAccounting@salemstate.edu or faxed to Grant Accounting at 978.542.6164. Completed forms will be filed in the Grant Accounting office.

For further information, contact Grant Accounting at 978.542.7906 or the Office of Sponsored Programs and Research Administration at 978.542.7177.

