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| Volume F1: Finance | F1.04.1 Time and Effort Reporting for Federal Grants | Responsible Office: Controller's Office |
| Chapter 04: Grant Administration | | Responsible Officer: Controller |

POLICY STATEMENT

It is the policy of Northeastern Illinois University (the "University") to comply with federal requirements asserted by the Uniform Guidance 2 CFR 200.430(i) "Compensation - personal services", which requires the University to maintain a comprehensive Time and Effort (T&E) reporting process in order to certify that effort expended on federally sponsored projects, including federally funded sub-awards received from other institutions, industry or State, is commensurate with the salary charged against the sponsored project.

PURPOSE OF THE POLICY

The purpose of this policy is to assure the completion and submission of time and effort reports per federal regulation.

WHO IS AFFECTED BY THIS POLICY

This policy applies to all University employees whose salary is being charged directly or cost shared on a federal flow-through sponsored project and to Principal Investigators.

REGULATIONS

Previously regulated by: [OMB Circular A-21 "Cost Principles for Educational Institutions"](#)
[Uniform Guidance Subpart E 2CFR 200.430](#)

Federal regulations require that the University be audited annually and T&E reports be randomly reviewed to ensure compliance for all grants. If T&E reports are not completed and returned in a timely manner, federal funding may be revoked and alternative funding sources may be required.

The University utilizes an after-the-fact, Banner-based effort reporting system to account for the effort of all faculty and staff at Northeastern who expend effort on federally sponsored grants. These individuals must complete and submit effort reports.

Time and effort expended on federally sponsored grants by non-exempt staff, paid bi-weekly, will be considered certified if the time is approved, signed and submitted to the Office of Human Resources.

T&E reports are generated by the Grants Accounting Office each semester for all appropriate employees who received salary from a federally funded grant during that period. These reports are distributed to the Principal Investigator (PI) directly. All T&E reports are to be certified by the PI or a person with suitable means of verification of the work performed and endorsed by the PI. The official record of certified reports will be maintained in the Controller's Office.

PROCEDURES

1. The T&E report includes employee's name, reporting period, Banner FOAPs (Fund, Organization, Account, Program) and FOAP descriptions for which each employee has been paid, and percent budgeted in Banner for each FOAP. The report accounts for 100% of all effort for which the University compensates the individual. (See Appendix A)



2. To complete the report, the employee must identify and complete all professional activities (sponsored and non-sponsored, such as teaching, research, service, mentoring graduate students, service on committees, etc.) and actual percentage for each FOAP. The report must be signed by the employee and PI to certify that all activities are included and reported correctly and that the actual percentage of effort reflects a reasonable percentage of total effort that was spent on each activity. Effort distribution adjustments are required when there are changes in effort of 5% or more.
3. If the employee is not available to certify the report, a responsible official having firsthand knowledge of the employee's activities and total effort must complete and certify the report. This would include directors, departmental chairpersons, PIs, or deans.
4. T&E reports are distributed by the Controller's Office within 45 calendar days after the conclusion of each semester for which reporting is required. These reports are due back from the PI within 30 calendar days after distribution of the document.

| Time and Effort Period | Distribution | Due |
|------------------------|--------------|--------------|
| June - August | Mid-October | Mid-November |
| September - December | Mid-February | Mid-March |
| January - May | Mid-July | Mid-August |

5. If the reports are not received within one week of the due date indicated in the distribution memo, the Grants Accounting Office sends a First Notice memo to the PI to whom the original report was sent. This memo notifies the PI that the reports are past due, explains the seriousness of not submitting the reports in a timely manner, and requires that the completed reports be submitted within two weeks.
6. If two additional weeks pass and the reports are still not received, the Grants Accounting Office sends a Final Notice memo to the PI, with a copy to the Vice President or Dean of the responsible unit, that expenditure processing on active awards be suspended until Time and Effort Report is current.

HISTORY

Revised: paragraph 4, distribution schedule effective date 03/01/2019
 Formerly Interim Policy F1.8 Time and Effort Reporting effective dated 05/31/2011
 Formerly Fiscal Agent Handbook: D2.1 – Time and Effort Reporting effective dated 07/01/1992

APPENDIX

Appendix A – Time and Effort Report Form

CONTACT INFORMATION

Please direct questions or concerns about this policy to:


| Contact | Phone | E-Mail |
|------------------------------------|----------------|--|
| Grants and Contracts Administrator | (773) 442-5142 | a-augustyn1@neiu.edu |

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A: TIME AND EFFORT REPORT

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|---|----------------------------|-------------|-------------------------|-------------------------|-----------------------|
|  | | | | | |
| TIME AND EFFORT REPORT | | | | | |
| Employee Name _____ | | | | Term _____ | |
| Grant Sponsored Activities | Activity Percentage | FOAP | FOAP Description | Percent Budgeted | Percent Actual |
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| Other Activity | | | | | |
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| Total must equal | | | | 100% | 100% |
| I certify that this report reasonably reflects the activities for which I have suitable means of verifying that the work was performed. | | | | | |
| _____ Employee/Responsible Official Signature | | | _____ Date | | |
| _____ Project Director Signature | | | _____ Date | | |
| _____ Project Director Signature (for second grant, if listed above) | | | _____ Date | | |
| Note: If the employee is not able to certify a report, a responsible official having first hand knowledge of the employee's total effort will certify the report. This would include the departmental chairperson, PI/PD or deans. | | | | | |