Administrative Procedure

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Grants and Contracts Policy

Subject: EFFORT REPORTING RELATED TO GRANTS AND CONTRACTS

Policy

Effort reporting is required by **all** individuals who receive compensation from a grant or contract directly, or through cost sharing.

Faculty members are entitle to commit up to 25% time and effort over and above their normal work duties. This 25% overload time comes under the University policy of additional employment and, whether compensated or uncompensated, must be tracked and reported the same as the normal workload.

Procedures

A) Coordination of Shared Responsibility

Each person involved in the University's reporting and tracking process has a shared responsibility to help assure that the effort reporting process is completed within the required time frame. To assure proper compliance with government regulations, terms and conditions of contracts and grants, and California State University (CSU) regulations, the campus, through a joint effort of the Office of the Provost (Office of Research, Scholarship, and Creative Activities (ORSCA), and college fiscal officers), the Division of Administration and Finance, and the campus auxiliary (Cal State L.A., University Auxiliary Services, Inc. (UAS Grants & Contracts), will be responsible for coordinating the development, implementation, and ongoing maintenance of the University's program for reporting and certification of effort and archiving of transactions.

Such activities and responsibilities include the following:

- Securing from grant/contract employees the reporting and certification of effort compensation by a grant or contract on an annual basis.
- Securing from the principal investigator (PI), department chair and college dean the certification of work each time effort is reported. For work done by the PI, effort certification will be secured from the department chair; if the PI is the department chair, effort certification will be secured from the college dean.
- Documenting and reporting effort on the Personnel Activity Report (see Appendix A or B, as appropriate).
- Developing and maintaining internal processes for keeping the effort reporting process and documentation up-to-date and in compliance with system requirements.

Approved: _____ **Date:** _____

B) Campus Responsibilities

COLLEGES

I. Effort reporting for employees in the following categories is tracked, archived and reported to UAS Grants & Contracts by college resource coordinators:

1. University employees who receive compensation over and above their normal salary, if the compensation is funded by a contract or grant.

2. University employees who have been given release time by the university to work on a contract or grant and whose salary or a portion thereof is reimbursed to the University by a contract or grant through UAS Grants & Contracts.

3. University employees who have been given release time by the University to work on a contract or grant and whose salary or portion thereof is used as cost sharing for a grant or contract.

4. Non-university employees hired and paid by UAS Grants & Contracts to work solely on a University grant or contract and whose time is used as cost sharing.

   The process path for all of the above is: Faculty or non-university employee to PI to resource coordinator to UAS Grants & Contracts. If the employee is a PI, the process is PI to department chair to resource coordinator to UAS Grants & Contracts. A process path may include the college dean for those colleges that request it.

UAS GRANTS & CONTRACTS

II. Effort reporting for employees in the following categories is reported to, tracked by and archived by UAS Grants & Contracts:

1. University faculty hired and paid by/through UAS Grants & Contracts to work on a University grant or contract during their semester off and whose time is NOT used as cost sharing

2. Non-university employees hired and paid by UAS Grants & Contracts to work solely on a University grant or contract and whose time is NOT used as cost sharing.

The process path for the above information is: Faculty or non-university employee to PI to UAS Grants & Contracts. If the employee is a PI, the path is PI to department chair to UAS Grants & Contracts. A process path may include the college dean for those colleges that request it.

APPENDICES:

Appendix A – Personnel Activity Report – Faculty.

Appendix B – Personnel Activity Report – Staff.