



Effective: July 1, 2010

## **DEFINITIONS**

**Effort:** Effort is the proportion of personnel time spent on any institutional grant activity expressed as a percentage of the total institutional activities of the employee.

**Effort Reporting:** A process required by the Federal government to verify that salary and wages charged to sponsored projects are reasonable and reflect actual work performed. Effort reporting provides a means of verifying that (1) effort compensated by a sponsored project and (2) effort expended on a sponsored project, but not compensated by that project (cost sharing), have been performed as promised.

**Effort Report:** The Effort Report must account for all effort for which the University compensates an employee. This includes all effort expended on instruction and training, unsponsored scholarly activity, sponsored projects, administration, business development, other activities. It does not include effort for which the employee received compensation directly from another entity (i.e., outside consulting work) or incidental work for which supplemental compensation (i.e., extra state/overload compensation) is paid.

**All faculty, EPA non-faculty professional personnel, staff, and students, whether full-time or part-time, and whether paid or unpaid by a sponsored project, who work on furthering the objectives of a sponsored project, must submit a Time and Effort Report at the end of each academic term (Fall semester, Spring semester, and Summer term).**

### **Effort Categories:**

**Teaching:** Institutional instruction and training, sponsored instruction and training activity on a grant, and not separately budgeted for research, development and scholarly activities.

**Administration:** All other activities of the institution, including general administration, departmental administration, sponsored programs administration, library administration, student administration and other. Includes. . .

7. General Administration - (i.e., work of university-wide financial management, business services, budget and planning, personnel management, safety and risk management, legal affairs, ITS)
8. Departmental Administration - (i.e., work of academic deans, administrative work of faculty, and professional personnel conducting research and/or instruction)
9. Sponsored Programs Administration - (i.e., work of principal investigators, activity directors and their assistants and staff for grant and contract administration Federal and non-Federal (i.e., Title III Projects))
10. Library Administration and Operations - (i.e., work incurred for the operation of the library)
11. Student Administration - (i.e., work related to the administration of student affairs and for services to students, including expenses of such activities as deans of students, admissions, registrar, counseling and placement services, student advisers, student health and infirmary services, catalogs, and commencements and convocations)
12. Other Administration and Support - (i.e., work of secretarial and clerical staff, administrative officers and assistants within academic departments)

**Sponsored Research:** Separately budgeted for research and development activities on a grant and separately budgeted for university research and development activities under an internal application of institutional funds.

**Other Sponsored Activities:** Programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research, such as health service projects and community service programs.

**In-Kind/Cost Share:** That portion of total project costs that are paid from sources other than the sponsor. Typically, cost sharing is a concept that is used to demonstrate to sponsoring agencies and others a recipient's willingness to share in the project's expenses. Some agencies make a distinction between "cost sharing," "in-kind" and "matching." Generally, all these terms refer to the share of costs not charged to the sponsor. In some cases these terms can refer to cash contributions, donated services, or facilities.

February 22, 2010