

Office of Research & Commercialization Management Procedures – Contract and Grant Time & Effort Reports

General Overview

The Office of Management and Budget (OMB) Circular A-21, Cost Principals for Educational Institutions, requires universities to certify employee effort expended on sponsored contracts and grants. The University of Central Florida (UCF) has adopted the “After-the-fact” activity reporting system to document and certify the distribution of personnel effort expended on sponsored contracts and grants as outlined in the Circular.

Policy

All UCF employees that perform services on, or contributes effort toward, a sponsored contract or grant must certify 100% of their full-time equivalency effort. Faculty, Adjuncts, USPS, and OPS personnel performing services towards a sponsored contract and grant must report their effort.

Effort Report Frequency

All Personnel engaged in sponsored-program activity must report their effort once every academic semester.

Effort Report Documentation

Effort Certification & Reporting Technology (ECRT)

ECRT is a web-based compliance tool for reporting time and effort on externally-funded, sponsored projects. All Personnel engaged in sponsored-program activity must report their effort once every academic semester. Certifications for Undergraduate and Graduate OPS Contractual personnel should be completed by the PI or CoPI of their respective projects.

Using existing Academic Research & Grants Information System (ARGIS) authentication, ECRT will provide a snapshot of all data needed to accurately account for your effort. It will consolidate data streams from payroll, cost transfers, and commitments to provide you with an easy-to-understand-and-navigate interface for accurately reporting your effort as required

Effort Report Completion

ECRT

Within approximately thirty (30) calendar days of the end of the previous academic semester, ORC will open ECRT for certification. Each effort statement will include all projects or departments from which salary up to 1.0 FTE (Full-Time Equivalent) has been

charged or transferred. Effort cards will also include any projects where the employee is listed as PI, CoPI, or Senior Personnel in ARGIS.

ECRT will remain open for certification for an additional thirty (30) days. Employees can access ECRT using the ARGIS authentication by going to www.research.ucf.edu/ecrt.

Electronic Personnel Action Forms (ePAF) and Employee Assignments

The Electronic Personnel Action Form (ePAF) is used by ECRT to separately list each Department/Project Number (Budget Record) the employee is assigned to with their corresponding percentage of FTE and payroll. It is therefore imperative that ePAFs accurately reflect the correct contract and grant PeopleSoft Project Number and/or its related PeopleSoft cost share Project/Department Number.

Cost Share Reporting Requirements

Overview and Procedures

The University is required to track and report University funded cost share on each contract and grant project. Cost sharing related to personnel salary can be tracked and reported in one of two manners.

Companion Accounts

A PeopleSoft cost share Project Number is created by the Department of Contract and Grant Accounting when the University is required to participate/share in the cost of a contract and grant project. The established Contract and Grant Accounting cost share Project Number must be appropriately charged to reflect UCF's financial contribution toward the research program. Electronic Personnel Action Forms (ePAF) must therefore be completed for those employees contributing program effort under the sponsoring agency contract or grant but are being compensated under the UCF cost share Project Number..

Activity Codes

Using ECRT, salaried personnel can associate any non-sponsored payroll with common university activities. If companion accounts are not used, any payroll paid from a non-sponsored source(s) intended to meet a cost sharing requirement must be associated with a cost share activity code, and the main project's department ID entered in the activity description line.

Off-Line Journal Transfers

General Overview

The Office of Research & Commercialization (ORC) must approve all salary and OPS Off-Line Journal Transfers on contract and grant accounts and their Companion Cost Share Match accounts. The Off-Line Journal Transfers must be accompanied with a completed Cost Transfer Explanation form. All salary and OPS cost transfer requests must be processed within ninety (90) calendar days from the date the expenditure hit the PeopleSoft general Ledger. Salary and OPS cost transfers are limited to sixty (60) days from the end of each semester to accurately certify the Time & Effort reports.

When an employee's salary is inadvertently charged to an incorrect PeopleSoft Project/Department Number a journal entry interdepartmental salary transfer must be completed to move the charges to the correct contract and/or grant PeopleSoft Project/Department account. **All Off-Line Journal Salary Transfers must be completed within ninety (90) days from the expenditure posting date (see transfer policy):**

http://www.fa.ucf.edu/auxiliary/offline_journal_entry/offline_journal_entry.cfm.

The UCF effort reports must also be adjusted to reflect the percentage of effort or hours worked on the proper contract and grant project.

ECRT

ORC tracks all payroll transfers in an internal database which facilitates its inclusion in the ECRT certification process. If ORC receives transfers by their stated deadline each semester, effort statements will reflect transfers accordingly. Otherwise, each employee will have to manually adjust their certification to account for a transfer entered after the deadline, but before the close of the certification period.

ORC will require recertification for any Transfer that impacts a certification period that has been certified.