



Research and Grants Administration
CAMC Health Education and Research Institute, Inc.



Approved by: Sharon Hall
President, CAMC Institute

Date: 7/30/08

TITLE/NO: TIME AND EFFORT

Policy: Employees assigned to work on projects or programs that receive funds from grant sources are to strictly adhere to the percent of effort (amount of time) approved by a sponsor; document actual hours spent working on the sponsored project; and report to Research and Grants Administration and the Grants Accountant.

Acronyms: FTE (Full time equivalent)

References: 45 C.F.R. part 74, App. E, ¶ 1X (7)
A-122: 2 C.F.R. part 230, App. B, ¶ 8 (m)

General Information:

For grant awards, the effort (time) that each individual will devote to the project should be expressed in terms of percent of effort for professional personnel, and in terms of hours for other staff. For example, 1 Full Time Equivalent (FTE) = 100% or full time 40 hours per week; .5 FTE = 50% or part time 20 hours per week.

The total amount of effort (time) for any employee may not exceed 100% (40 hours in one week for full time); likewise, salary requested *cannot* exceed the amount calculated for percent effort spent on the project.

Employees funded 100% by a sponsored project may not commit any of their time to any other project.

Procedures:

Documentation must be provided to the Grants Accountant on a bi-weekly basis, in concurrence with institution pay periods, and not more than 7 days after the pay period in which services were performed.

- a) Documentation means the completion of SPG-02 Time and Effort Reporting form. This form must be completed by the employee and approved by a department head or supervisor having first hand knowledge that the work was performed in accordance with the approved work plan and budget.