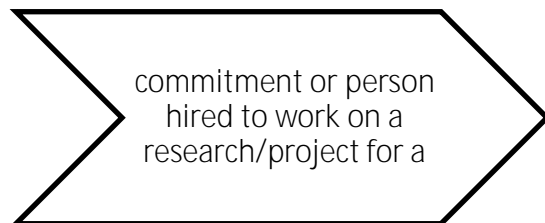

Employee's affirmation that s/he indeed actually worked the amount of time promised in the awarded proposal of a sponsored program by documenting effort on the University's Time and Effort Report as required by Federal law.



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1. This policy applies to all ULM faculty/staff/students/employees who have worked on a sponsored project, regardless if they were paid by the sponsor or a match/cost share by ULM.
 2. This policy does not apply to contractors, subawardees or non-directly paid personnel through ULM's payroll department of the Controller's Office. These personnel are subject to Time and Effort Reporting as required by their establishments.
 3. The Time and Effort Report does not track overload pay for additional work done and paid by ULM (i.e. course design, course instruction, endowment, fellowship, etc.)

1. Salary amount(s) and effort percent(s) are calculated by the PI based on the scope of the research/project. The proposal must include the requested salary amount(s), including fringe benefit costs, to be paid by extramural funds or as a match/cost-share to the project.

A. Contact the OSPR if you need assistance with salary amount and/or effort percent calculations. The ULM OSPR Time and Effort Guidelines is posted on the OSPR website for reference.

2. Salary amount(s) and effort percent(s) must be approved internally via ULM Proposal Routing and Approving Forms <http://www.ulm.edu/research/forms.html>.

1. Individuals responsible for Time and Effort reporting.

A. The Principal Investigator(s) is responsible for retaining sufficient and adequate records (for a minimum of three years beyond the expiration date and/or closing date of the sponsored project) on all project records including tracking effort percent completed by all ULM employees and students for Time and Effort Reporting.

1. The Principal Investigator (PI) has the responsibility to be the first to approve a report inclusive of all faculty/staff/student/employee's effort as proposed on their grant project.

2. The Principal Investigator (PI) has the responsibility to complete the T&E forms for all student/GA/casual wage persons. This online T&E form is different to UA

the PI (in the pre-award and post-award stages). It is important that PI's keep the OSPR apprised of names of hires of employees or students in order to maintain a current reporting system.

3. If a project is not following the timeline listed in the proposal or employee effort has to vary for any circumstance, please notify the OSPR Office immediately. Actions may require adjustments in effort calculations and notification/renegotiation with the sponsored program.