



RESEARCH POLICY 3 (RP-3) (FORMER RP-43) EFFORT REPORTING ON SPONSORED GRANTS AND AWARDS

1. Policy Scope

This Research Policy applies to all employees who commit and devote effort to a sponsored grant or award as well as those employees who are involved in certifying the effort of individuals on a sponsored grant or award.

1. Policy Statement

As a recipient of federal funding, Duquesne University is required to comply with the Federal Office of Management and Budget Circular Uniform Administrative Requirements, Cost all as other federal requirements for certifying effort expended on sponsored grants and awards. Duquesne requires that all employees who receive sponsored funding comply with University policies and sponsoring entity requirements regarding the proposing, charging, and reporting of effort on those awards.

Sponsored grants or awards may be used to support salaries of exempt, non-exempt, part-time, and student personnel, in whole or in part, commensurate with the committed effort expended on the award. An in sponsored grant or award begins with his/her active involvement in the work supported by the sponsored grant or award. The salary will continue to remain a proper charge to the sponsored grant or award until the work on the project is terminated or the support discontinued.

Payroll charges to sponsored grants and effort reporting system. Total compensation must conform to 2 CFR Part 200 Standards for Documentation of Personnel Expenses, as applicable, and be in accordance with the terms and conditions of the sponsored grant or award. Annual Effort Certifications are the primary means for complying with the federal regulations relating to effort certification. A report is generated by

employees must accurately confirm each year that their effort distribution on all sponsored grants and awards matches the effort distribution of salary charged to a particular account and is appropriate given effort expended and the specific terms and conditions of the sponsored grant or award and the sponsor policies.

2. Definition of Terms

Institutional Base Salary (IBS)	For the purpose of effort reporting, the is the annual compensation paid by the
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research, teaching, administration, patient care, service, or other activities. The IBS does not include bonuses, one-time payments, or payments for administrative work. The IBS may not be increased as a result of replacing University salary funds with sponsored grant or award funds. The IBS is established by the University in an appointment letter, or other similar documentation. Salary charges to the grant or award must not exceed the proportionate share of the IBS for the period during which the individual worked on the award. Generally, charges for work performed

3. Charging Effort to Grants as a Percent of IBS

The proportion of time spent by an individual on any University activity may be expressed as a percentage of time with respect to the total appointment. The percentage of time on sponsored grants and awards may be applied to the IBS to determine the amount of compensation to charge. 100% effort is the total time spent on University work regardless of how many or how few hours

award. Consultants are not considered employees of Duquesne University. Therefore, no fringe benefits need to be built into the budget to cover this group.

9. Cost Transfers Related to Change in Effort

Cost transfers (whether related to personnel or other direct costs) are sometimes necessary in order

