



Business Affairs Office
Policy and Procedures for Federal Time and Effort Certification

The federal government requires time and effort certification when an individual is compensated by or has agreed to contribute time to a federally sponsored project. All Faculty who serve as Investigators on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spent on sponsored activities.

The Grants Accountant will prepare earnings reports for salary that has been charged to a federally sponsored project. The earnings reports are sent to the appropriate principal investigator bi-annually.

To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, the earnings reports will be signed by the principal investigator, or responsible official(s), using suitable means of verification that the work was performed. In addition, the principal investigator or responsible official(s) will indicate the level of effort for each employee compensated under the federally sponsored project. An employee who devotes full time effort to a project would be noted at a 100% level of effort.

Certified time and effort reports will be returned to the Grants Accountant in a reasonable amount of time. Typically, certified time and effort certifications are expected to be complete within two weeks from the date of the earnings reports.