

TIME & EFFORT CERTIFICATION REPORT: Purpose & Procedures

Purpose: Time and effort reporting is a process mandated by the federal government to verify that direct labor charges to federally sponsored programs are reasonable and reflect actual work performed. Office of Management and Budget (OMB) Circular 2 CFR 200 includes regulatory requirements for the reporting and certification of faculty and staff effort associated with sponsored programs. Therefore, Olin College policy requires effort certification for all federally sponsored programs.

Procedures: To meet OMB requirements for reporting time and effort charged to sponsored research activities in a timely manner, the Franklin W. Olin College of Engineering will adhere to the following procedures:

- Salaries and wages of faculty, staff and students will be distributed to externally funded activities based on estimates of the individual's planned effort. Effort distribution must be adjusted for any significant changes in actual effort – defined as 10% or more of an individual's total workload. The actual effort of faculty, staff and students charged to federally sponsored programs must then be certified by the Principal Investigator on an after-the-fact basis.
- Three times per calendar year, Principal Investigators will receive time and effort reports for their federally funded programs. For exempt employees, an individual's work on a project will be expressed as a percentage distribution of total effort. For non-exempt employees, total hours worked on a project will be listed. The principal investigator will be asked to review all time and effort that has been direct charged to their federally sponsored projects and to certify that these percentages are reasonable and accurate.

A time and effort report for your externally funded program is provided on the next page for your review and certification. If you have any questions, please contact Lori Parmet, Associate Director of Sponsored Programs at lparmet@olin.edu. Thank you.

TIME & EFFORT CERTIFICATION REPORT

[Semester and Year]

Month DD – Month DD, YYYY

Principal Investigator(s):

Project Title:

Funding Agency:

Olin College Account Number:

Name of Individual	Period of Effort	Percentage Distribution of Total Effort (Exempt Employees)	Number of Hours Worked (Non- Exempt Employees)

As Principal Investigator, I certify that the percentages of effort and/or hours stated above are an accurate reflection of the work performed on this project for the period indicated.

PI Signature: _____ Date: _____

OGSP Review: _____ Date: _____