

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Submission of Effort Reports for Sponsored Projects

NUMBER: Policy IX-11

POLICY

It is necessary for SDSM&T to comply with federal regulations and audit guidelines in order to maintain eligibility for external funds. Therefore, all faculty, staff and Graduate Research Assistants (excluding hourly) who receive compensation from a sponsored project must document their time on effort reports.

PROCEDURE

1. The principal investigator (PI) notifies the Budget Office when applicable individuals need to receive compensation from a sponsored project. This will allow salaries to be charged to an external funding source.
2. The PI or designee obtains effort report forms from the Budget Office (Attachment A).
3. The reporting person documents the amount of time direct charged and/or documented as cost sharing on each sponsored project, as well as time spent for academic and administrative purposes. This should be recorded as a percentage, based on an average month of 173.33 hours. The total effort reported must add up to 100% per pay period.
4. The PI or designee submits the completed effort report with the required signatures (reporting person and PI and/or department head) to Human Resources Department five working days prior to the last working day of the pay period.
5. Special procedures are required for faculty and staff on less than 12-month appointments who wish to receive compensation in the summer months.
 - a. Before the last day of the academic year, the person involved in sponsored projects must complete a "Request for Summer Salaries" form and return it to the Budget Office (attachment B). In addition to Attachment B, written approval from the department head is required for any person who wishes to receive 100% compensation during any given pay period, but will not be on campus for a period of 2 weeks or more during that pay period. A copy of this written approval must be submitted along with Attachment B. Anyone who submits such a claim may be required to

provide documentation of the number of hours spent working on the project during that period. This does not apply to projects that require an individual to be off campus to conduct the project.

6. If the PI for the project will not be available to sign effort reports, the PI must provide written approval to Budget Office designating another individual to sign effort reports.