

STUDENT EFFORT REPORT COMPLETION INSTRUCTIONS

Federal Regulation requires that all wage payments from Federal Research Grants and Contracts be certified by a supervisor, employee, or other responsible official. These reports are generated each semester for all contract employees who are compensated from a Federal Research project. Please review, sign, and date the form and **return to:**

Kristi Chase, Grants & Contracts Accounting, A-261 ASB; kristi_chase@byu.edu

Work effort is listed as percent estimates on each report according to payroll information regarding sponsored research activities. Each column (pay period) totals to 100% of time worked at BYU. If a total of 20 hours was worked in a two-week pay period and the employee was paid for those 20 hours, then those 20 hours represent 100% effort for the pay period. The same holds true if 80 hours was worked in a pay period, then those 80 hours represent 100% effort for the two-week period. If the information is incorrect, please contact Kristi Chase, or update the report to show the correct percentage(s).

The type of work performed is categorized on the report using the following definitions:

1. Sponsored Research – Effort that the student worked during the semester and was paid from research sponsored (R-project).
2. Cost Sharing - Work that the student performed that benefited a sponsored research project, but where the student was paid from a non-research operating unit. The cost sharing effort must be from a non-federal source (non-R-project account).
3. Other Work Activities – Work effort paid for by the University that is not directly related to research or cost sharing. An example of this is work done as a teaching assistant that is paid for by the department.

Please ensure that the percentage estimates of effort reflect how time was spent during the semester being reported, then sign and date the report and return it to Grants & Contracts Accounting.

For employees who are no longer at BYU, a responsible official (department chair, supervisor, or principal investigator) who knew of the employees' responsibilities and efforts should certify the report.

For questions, please contact Kristi at 801-422-8564 or kristi_chase@byu.edu