

# FACULTY 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 (month) totals to 100% of time worked at BYU. If a total of 50 hours was worked in a month and the employee was paid for those 50 hours, then those 50 hours represent 100% effort. The same holds true if 250 hours was worked in a month, then those 250 hours represent 100% effort for the month. If the information is incorrect, please contact Kristi Chase, or update the report to show the correct percentage.

The following items are contained in the activities section of the report:

1. Sponsored Research – This activity row(s) contains percentages of overall effort worked on a research project that is paid for by an external sponsor (R-project).
2. Cost Sharing – When an employee works towards the objectives of a research project, but is not paid directly from the research project's funds, the employee's wages are being donated by the University to the research. This is called "Cost Sharing." The Cost Sharing row(s) contains research effort which has been performed as a cost sharing contribution to a sponsored research project. The cost sharing wages must come from a non-federal source (non-R-project). The research project (R0XXXXXX) benefited by the cost sharing is listed in the "BYU Account" column.
3. Academic Effort or Other Activities – This category includes time spent on all activities not included in sections 1 and 2 of the report. It includes instruction, institutional research, departmental administration, professional associations and civic work (when this effort is considered a part of your contribution to the general interests of the University), etc. Vacation is included in this section as well.

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 Chase at 801-422-8564 or kristi\_chase@byu.edu**