

8 de junio de 2012

R-1112-35
SEÑORAS RECTORAS Y SEÑORES RECTORES

Miguel A. Muñoz



Miguel A. Muñoz, Ph.D.

PROCEDIMIENTO PARA LA PREPARACIÓN DE LOS INFORMES DE TIEMPO Y ESFUERZO EN EL SISTEMA UNIVERSITARIO

Como parte del Plan de Acción Correctiva que la Universidad de Puerto Rico para cumplir con la reglamentación federal en el manejo de fondos subvencionados, se ha desarrollado un Procedimiento para la Preparación de los Informes de Tiempo y Esfuerzo (*Procedures for the Preparation and Submission of Time and Effort Reports*). Este Procedimiento detalla toda la información necesaria para la preparación de estos informes.

Efectivo inmediato, todas las unidades que tengan proyectos subvencionados por el gobierno federal deben tomar las medidas necesarias para llevar a cabo este proceso de forma tal que estemos en cumplimiento con la reglamentación federal aplicable. El mismo debe ser referido a las oficinas designadas en su unidad para trabajar con los Informes de Tiempo y Esfuerzo y a todas aquellas oficinas que forman parte de este proceso.

Cualquier pregunta relacionada a este proceso debe ser dirigida a la Vicepresidencia de Investigación y Tecnología de la Administración Central.

Contamos con su atención inmediata a este asunto.

Saludos cordiales.

sdr

Anejos

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

TABLE OF CONTENTS

- I. LEGAL BASIS
- II. DEFINITIONS
- III. GENERAL RULES
 - A. Required Personnel, Frequency and Process
 - 1. Faculty and professional personnel
 - 2. Non-professional personnel
- IV. SPECIAL RULES FOR PERSONNEL THAT RECEIVE FUNDS FROM MULTIPLE AWARDS FROM MORE THAN ONE UNIVERSITY OF PUERTO RICO CAMPUS
 - A. The initiating Campus Department.
 - B. The Home Campus Department of the Covered Named Individual.
 - C. Approved 125A sent to Initiating Campus Department
- V. INSTRUCTIONS FOR PREPARING AND PROCESSING OF TIME AND EFFORT FORM 125A and 125B
- VI. RELATED INFORMATION
 - A. Circular R-1112-21 Norms For the Promotion and Development and of Research and Effort Reporting Policies Stated In Certifications 14 and 15 (2011-12) of the Board of Trustees for Faculty
 - B. Certification Number 14 – Policy for the Promotion and Development of Research at the University of Puerto Rico
 - C. Certification Number 15 – Effort Reporting Policies and Procedures at the University of Puerto Rico
 - D. Certification Number 16 – Cost Sharing/Matching Funds Policies and procedures at the University of Puerto Rico
- VII. Attachments
 - A. Form 125A – Time and Effort Report for Establishing Payroll Distribution
 - B. Form 125B – Time and Effort Certification Report
- VIII. Appendix I – Examples of Estimating Payroll Charges and Effort

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

I. LEGAL BASIS

Federal Office of Management and Budget (OMB) Circular A-21, Section J.10, or 2 CFR 220, Appendix A, J.10.

II. DEFINITIONS

In the application of these rules and procedures, the following terms are defined as follows:

- A. Faculty – University employee with an academic appointment.
- B. Professional Personnel - Employees that require specialized academic preparation, and in some cases, a license or permit, to practice their profession.
- C. Non-Professional Personnel – Employees that do not require specialized academic preparation to carry out their job functions, acquiring the necessary training and experience through their service.
- D. Effort. Effort is expressed as a percentage of the total amount (100%) of professional effort expended on University activities for which an institutional base salary is paid.
- E. Institutional Base Salary - For Faculty Personnel dedicated to academic instruction, who also conduct research, creative activity, teaching improvement, training, and/or services, is defined to be their annual permanent salary as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease plus any supplemental compensation of one full year or more. This annual permanent salary constitutes the base pay for the individual's total professional effort (100%), independent if his/her time is devoted to teaching, research, administration, creative activity, service, clinical activities, other activities and/or a combination of these, and in conformity with the provisions contained in Articles 49 and 66 of the General Rules of the University of Puerto Rico.
- F. Cost Sharing - cost sharing occurs when a portion of the total costs of a sponsored project are borne by the University, not the sponsor. Cost sharing/matching requirements may be in the form of an actual cash expenditure of funds, or may be an "in-kind" match, which is the value of non-cash contributions to the project (for example, a faculty or personnel percent effort commitment to a sponsored project/program).

III. GENERAL RULES

Compliant to OMB Circular A-21, the University engages the After the Fact methodology for initially charging federally sponsored agreements based on factors of an individual's effort commitment to sponsored agreements and the forecast of the individual's total University workload in relation to the individual's defined institutional base salary. Subsequent changes that are considered significant such as the addition or reduction of sponsored agreements to an individual's workload are made to reflect the best estimate of expected actual results. At the end of each semester or semi-annual period, forms are generated depicting the initial effort expended for an individual having charged labor and/or cost shared on a sponsored project for the period. The effort profile presented is based on the payroll charged related to

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

the individual's institutional base salary for the period and should represent by account 100% of the individual's sponsored and non-sponsored activities.

Each report is reviewed, changed when appropriate to reflect a reasonable estimate of the actual effort expended in relation to the charges for the period, and signed by the appropriate official(s) having suitable means of verification. Labor cost transfers should be made to ensure payroll charged is aligned with the effort certified. The following procedures are provided for accomplishing the charging, reporting and certification of effort for faculty, professional and non-professional employees.

A. Required Personnel, Frequency and Process

1. **Faculty and professional personnel** charged and/or cost shared to federally sponsored projects, including research, training or any other sponsored agreement.

a. Initially, the individual's institutional base salary (IBS) is defined to be their annual permanent salary as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease plus any supplemental compensation of one full year or more. When there is a change in the IBS, supplemental pay, and/or account distribution, a Human Resource ORH-T002 Personnel Transaction Form is required to be completed by the department initiating the change that includes the base salary, status of the individual (part/full time) and the account to charge where a subsequent change is made. This document is the vehicle recognized by the Payroll Department to pay an individual and charge final cost objectives.

i. Additionally, Form 125A – Time and Effort for Establishing Payroll Distribution (*refer to Attachment I*) must be completed summarizing all commitments the covered individual has as well as the accounts and pay listed on the ORH-T002 - Personnel Transaction Forms. Form 125A is used to present the individual's new 100% account profile and total pay. Form 125A is also used to obtain all necessary approvals. Both documents together when sent to the Human Resource Payroll Department establish the amount that will be charged to applicable projects prospectively based on estimates to reflect devoted effort. These forms are required to be completed at the beginning of the academic year, when an individual is newly appointed and/or when significant changes such as the addition or reduction of sponsored agreements to reflect a reasonable estimate of expected effort actual results. Estimates are based on factors of an individual's effort commitment to sponsored agreements and the forecast of the individual's total University workload in relation to the individual's defined institutional base salary. Compensation that is non-effort related may not be included in the institutional base salary for determining estimates chargeable to federally sponsored awards unless prior approval has been obtained from the sponsor. According to OMB A-21

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load, any charges for such work representing extra compensation above the base salary are allowable provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

Refer to *Appendix 1* for examples on estimating effort commitments in relation to the institutional base salary.

- ii. Form 125A must be accompanied with the supporting details using the ORH-T002 Personnel Transaction Form and submitted to the Campus Finance Office. The Finance Office at each campus will review Form 125A to ensure the accounts and amounts to charge are appropriate. Additionally, a review of the NSF requirement for faculty not to exceed 2/9 of salary for nine month contracts, unless approved by the agency. If the intended Form 125A for the faculty and/or professional personnel is not in accordance to the grant award, the Finance Office will return the completed Form 125A to the individual and their supervisor for correction before labor charges are initiated. Otherwise Finance submits to the Campus Human Resource Department for entry into the Payroll system by the Campus Payroll Office.
 - iii. The Payroll Office at each campus is responsible for input of the ORH-T002 Personnel Transaction Form, which supports and is summarized on Form 125A, into the University's payroll system.
- b. Effort Reports. Every six month for the Medical School Campus and at the end of each academic and summer term for all other campuses, the University's Effort Reporting Central Administrator will generate Form *125B - Time and Effort Certification Report (refer to Attachment II)* using payroll charged percentages for the period to depict the actual effort expended. Form 125B must represent 100% of an individual's effort profile (sponsored and non-sponsored activities across all campuses) based on labor charges related to the institutional base salary and/or commitments by funding source for the period reviewed. The distribution of time and effort dedicated to distinct projects and programs for sponsored and non-sponsored activities will be on a percentage basis and must sum to 100%. The reports will be made available to the campuses and departments for review, update and certification. The certifier should review Form 125B to ensure it represents the effort devoted for each activity for the period. Forms updated requiring labor cost transfers to appropriately align payroll charges with the actual effort expended must be executed immediately. Form 125B should be completed, that is certified and applicable labor cost transfers executed within the first sixty (60) days of the month following the period being reported.

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

- i. Certification. Form 125B will be signed by the covered named individual of Form 125B or an official(s) having suitable means of verification that is personally familiar with the activities and work done by the covered named individual for the period reported, and that possess sufficient technical knowledge that they can identify the covered named individual's effort in each project or program.
 - ii. The directors of departments, offices and/or programs and deans, each one at their respective level of responsibility, will ensure that the personnel under their supervision submit timely reports; reports are properly completed and signed by officials having suitable means of verification; and will apply disciplinary measures, consistent with the situation, when there is a lack of compliance.
 - iii. The Finance Office at each campus will maintain the originals of Form 125B Time and Effort Reports for all faculty and professional personnel under their jurisdiction. The Finance Office and/or Sponsored Program Office at each campus will be responsible to ensure all Form 125B are completed accurately, submitted timely, and are in accordance with University Effort Reporting policies and procedures. Additionally, the Finance Office at each campus will maintain control of all financial accounts of federal funds under their jurisdiction.
2. **Non-professional personnel** will use time sheets to record actual time on projects and submit monthly for payroll and charge to University activities. Timesheets are maintained at each Human Resources campus office. Where time sheets are not available or do not identify time to specific federal projects, Form 125B will be required for certification on a semester basis required for professional personnel.

IV. SPECIAL RULES FOR PERSONNEL THAT RECEIVE FUNDS FROM MULTIPLE AWARDS FROM MORE THAN ONE UNIVERSITY OF PUERTO RICO CAMPUS

The University of Puerto Rico has faculty and professional personnel that can and may receive federal salary support from sponsored agreements located at campuses other than his/her home campus or from multi-campus proposals. For these cases, the following additional rules apply:

- A. The initiating Campus Department. Initiating a change for an individual outside of their campus requires an authorization from the Chancellor's Office of the home campus department of the individual to determine if the individual can devote effort and be paid from the sponsored agreement. Once approved, the requesting campus department will complete ORH-T002 Personnel Transaction Form which will indicate the new account to charge. Again, initial payments based on estimates should take into account the commitment and expected effort to devote to the sponsored project for the timeframe being paid. Additionally, Form 125A must be completed by the requesting campus with the assistance of the covered named individual or official that lists 100% of the individual's new account distribution. To

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

accommodate the new sponsored project, a corresponding drop in effort and pay must be made to maintain the base salary. Forms 125A and ORH-T002 are signed in the section Approval from Supra-Campus Projects Directors. The original completed Form 125A and a completed copy of Form ORH-T002 is sent to the home campus department of the covered named individual for further review and approval.

- B. The Home Campus Department of the Covered Named Individual. The home campus department must review to ensure the distribution completed by the initiating campus department is completed appropriately and accounts for 100% of the individual's distribution. Once approved in the section entitled "Approval", the home campus department should complete ORH-T002 – Personnel Transaction Form to reduce the covered named individual's pay to the appropriate account(s) to offset the requested campus department's sponsored project. The original ORH-T002 completed by the campus home department is sent to the home campus department's Human Resource Office for entry into the payroll system by the Payroll Office. The original signed Form 125A along with a copy of the campus home department's ORH-T002 should be sent to the requesting campus department and copies sent to the campus home department's Sponsored Research Office or equivalent. The original ORH-T002 completed by the campus home department is sent to the home campus department's Human Resource Office for entry into the payroll system by the Payroll Office.
- C. Approved 125A sent to Initiating Campus Department. On receipt of the approved 125A from the home campus department, the initiating campus department similarly, should now send their original completed ORH-T002 to their respective Human Resource Office for entry into the payroll system by their Payroll Office.

V. INSTRUCTIONS FOR PREPARING AND PROCESSING OF TIME AND EFFORT FORM 125A and 125B

- A. Form 125A – Time and Effort for Establishing Payroll Distribution: The following procedures will be followed with respect to establishing estimates to initially charge sponsored and non-sponsored projects:
1. Faculty and Professional Personnel with the assistance of Department Administrators and their respective Finance Office will complete the form to charge payroll as needed to appropriate projects/accounts.
 2. An original plus two copies of the form shall be prepared and a copy shall be forwarded to each of the projects or programs to which the employee or official has rendered services and to the Chairperson, Dean or other official of the appropriate institution to which the employee is ascribed.
 3. The spaces and columns will be completed as follows:

The upper part shall indicate the name of the campus or institutional unit. The remaining spaces are provided for the following information

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

- a. Employee Name – indicate the name of the employee or official.
- b. Social Security – fill in the social security number of the employee or official.
- c. Department/Faculty – indicate the department/faculty of the employee.
- d. Position – refers to the title or position that the employee or official holds.
- e. Base Salary – Indicate the individual’s Base Salary considered as their IBS.
- f. Indicate if the employee is faculty, professional, non-professional or clerical.
- g. Effective Date of Payroll Distribution – indicate the begin date of the distribution.
- h. Indicate if the employee has multi-campus and/or projects funded by other campuses of the UPR (Yes or No).

In the section *Sponsored Accounts*, indicate and/or review the following:

- i. Campus of the Account – campus that owns the account of the project.
- j. Account Number – account number from where a payment will be received.
- k. Cost category/Major function and Project Title –cost category or major function, and title of the project or program on which the employee or official will work and be paid.
- l. Level of Effort % - the commitment or estimated effort that is expected to resemble actual effort devoted.
- m. Amount to be Charged to Account –the level of effort % multiplied by the individual’s institutional base salary. Non-IBS labor charges are not allowed to be charged to federally sponsored accounts.

In the section *Cost Sharing or Matching Funds*, review the same columns previously defined above for the section *Sponsored Accounts*.

In the section *University Funds*, review the following columns:

- n. Campus of the Account –campus that owns the account of the project.
- o. Account Number –account number from where a payment will be received.
- p. Type of Activity Funded by UPR –functional activity, that is, instruction, department research, administration, etc.
- q. Level of Effort % - the estimated effort that is expected to resemble actual effort devoted.
- r. Amount to be Charged to Account –the level of effort % multiplied by the individual’s institutional base salary. Note, incidental and/or compensation not considered base pay can be included with the proper approvals of the department/chair/dean. Provide an explanation in the *Comments* section of the Form for compensation not considered base salary.
- s. Total Compensation – total the amount that will be charged to Sponsored and University Funds.
- t. Comments – indicate comments related to the information that is included in the form, especially explain if *Base Salary* is different than the *Total Compensation*.
- u. *Approval Section*: In the spaces provided, the following personnel must sign the form: the employee or official that completed the form, the Home Department Approver if

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

applicable, and the Project Director(s) of the home campus of the covered named individual. All signatures must be dated as well.

- v. *Approval From Supra-Campus Projects Directors:* Provide the Employee's signature and date, the campus of the Project Director(s), the signature of the Supra-Campus Project Director(s) from which the covered named individual receives compensation and the date.
- w. Finance Office Use Only - A finance Office official should verify the information and sign and date the form.

Submission/Routing

1. Once signed by the employee or official, an original and a copy will be sent to the director or supervisor of the project or program and to the Chairperson and Dean of the appropriate institution or Home Department Approver to which the employee is ascribed; the employee or official should retain a copy.
2. After the form has been signed by the director or supervisor of the project or program and by the corresponding Dean or Director, the Finance Office signature is also required.
3. The original along with ORH-T002 will be sent to the Human Resource Office for input to the payroll system with copies sent to the Finance Office and the Sponsored Research Office for filing.

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

- B. Form 125B - At the end of academic or summer period, the following procedures will be followed with respect to certifying an individual's reasonable estimate of actual effort expended:
1. Faculty and Professional Personnel will review the form for each academic semester and for the summer for accuracy and certification. Faculty and professional personnel at the Medical Science Campus are on a 12-month schedule, and will submit the form every six months.
 2. The original Time and Effort form shall be submitted to the Finance Office of the corresponding institutional unit within the first sixty (60) days following the period reported.
 3. The spaces and columns will be updated/corrected as follows if after review of the pre populated 125B Forms from the University's Central Effort Administrator accounts/activities are missing and/or other changes are required to reflect a reasonably accurate effort form:

In the section *Sponsored Accounts*, review and update if needed the following:

- a. Campus of the Account –campus that owns the account of the project.
- b. Account Number –account number effort was expended on.
- c. Cost category/Major function and Project Title –cost category or major function, and indicate the title of the project or program on which the employee or official devoted effort and paid.
- d. Level of Effort % - the actual effort expended.
- e. Amount Charged to Account –the level of effort % multiplied by the individual's institutional base salary. Non-IBS labor charges are not allowed to be charged to federally sponsored accounts.

In the section *Cost Sharing or Matching Funds*, complete the same columns previously defined above for the section *Sponsored Accounts*.

In the section *University Funds*, review and update if needed the following columns where appropriate:

- f. Campus of the Account –campus that owns the account of the project.
- g. Account Number –account number for the expended effort.
- h. Type of Activity Funded by UPR –functional activity, that is, instruction, department research, administration, etc.
- i. Level of Effort % - actual effort expended.
- j. Amount Charged to Account –the level of effort % multiplied by the individual's institutional base salary. Note, incidental and/or compensation not related to effort should not be considered here.
- k. Total Effort and Base Salary – total the Effort Percentage which must sum 100% and the Amount Charge to Account, the base salary.
- l. Comments – indicate comments related to payroll adjustments that must be made if the Effort % was changed from the pre-populated amount(s). A cost transfer must be

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

processed by the campus Finance Department to align the effort profile with the labor costs charged.

- m. Certification: The employee's signature is required and/or the Certifier (one who has suitable means of verification that the work was performed and the effort is reasonably accurate for the period) if the employee is not available.

Submission/Routing

1. After the form has been signed by the employee or in his/her absence, by the director or supervisor of the project or program (the Certifier), the original will be sent to the Finance Office of the institutional unit; the copy will be retained by the director or supervisor of the project or program.
2. The Finance Office of the institutional unit will execute applicable labor cost transfers and maintain the signed original 125B.

VI. Related Information

- A. Circular R-1112-21 Norms For the Promotion and Development and of Research and Effort Reporting Policies Stated In Certifications 14 and 15 (2011-12) of the Board of Trustees for Faculty
- B. Certification Number 14 – Policy for the Promotion and Development of Research at the University of Puerto Rico
- C. Certification Number 15 – Effort Reporting Policies and Procedures at the University of Puerto Rico
- D. Certification Number 16 – Cost Sharing/Matching Funds Policies and procedures at the University of Puerto Rico

VII. Attachments

- A. Form 125A – Time and Effort Report for Establishing Payroll Distribution
- B. Form 125B – Time and Effort Certification Report

VIII. Appendix I – Examples of Estimating Payroll Charges and Effort (*To be Developed*)

VII. ATTACHMENTS

FORMS 125A AND 125B



Form 125B
University of Puerto Rico

Unit: _____

Time and Effort Certification Report

Employee Name	Social Security
Department/Faculty	Position
Faculty (___) Professional (___) Non-Professional (___)	
EFFORT REPORT PERIOD: Fall ___ Spring ___ Summer ___ Year ____	

SPONSORED ACCOUNTS			LEVEL OF EFFORT %	AMOUNT CHARGED TO ACCOUNT
CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE		
COST SHARING				
UNIVERSITY FUNDS				
CAMPUS OF THE ACCOUNT	ACCOUNT NUMBERS	COST CATEGORY/ MAJOR FUNCTION AND PROJECT TITLE		
TOTAL EFFORT AND BASE SALARY			100%	

COMMENTS REGARDING PAYROLL ADJUSTMENTS

CERTIFICATION

I certify that this distribution of activity represents a reasonable estimate of the effort spent during the period covered by this report.

Employee's signature Date

In the case the covered name individual is not available at the time this report is due, one having that has suitable means of verification shall certify this form.

Certifier Date

FINANCE OFFICE USE ONLY

I certify that the amounts charged to federally funded activities of the projects represent the actual costs according to the effort devoted and payroll information.

Audited by: _____ **Date:** _____

- Please note:
- Form 125B must be reviewed and if needed, adjusted appropriately to reflect a reasonable estimate of actual effort, and certified.
 - Adjustments made to the level of effort % from the pre printed form may require a salary cost transfer be made to ensure salaries charged agree with the level of effort % certified.

VIII. APPENDIX 1

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

UNIVERSITY OF PUERTO RICO SYSTEM
APPENDIX 1: EXAMPLES ON ESTIMATING EFFORT COMMITMENTS
May 2012

1. Salary support during semester (9 months appointment)

Professor X is faculty member of an UPR campus with nine months appointment. This professor has an annual IBS of \$90,000. During a semester, he/she has a commitment of 20% in Project A.

ESTIMATES		
Salary per Month(SPM)=IBS/9	\$90,000/9	\$10,000
Salary per Period = SPM*4.5	\$10,000*4.5	\$45,000
DISTRIBUTION		
Instruction & Academic Duties	\$45,000*80%	\$36,000
Project A	\$45,000*20%	\$9,000

2. Salary support during semester (12 months appointment)

Professor M is a faculty member of the Medical Sciences Campus with an appointment of 12 months. This professor has an annual IBS of \$120,000. During the semester, he/she has a commitment of 25% in Project B.

ESTIMATES		
Salary per Month(SPM)=IBS/12	\$120,000/12	\$10,000
Salary per Period= SPM*6	\$10,000*6	\$60,000
DISTRIBUTION		
Instruction & Academic Duties	\$60,000*75%	\$45,000
Project B	\$60,000*25%	\$15,000

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

3. Salary support during semester (10 months appointment)

Professor C is a faculty member at the Carolina Campus with an appointment of 10 months. This professor has an annual IBS of \$60,000. During the spring period, he/she has a commitment of 10% in Project N.

ESTIMATES		
Salary per Month(SPM)=IBS/10	\$60,000/10	\$6,000
Salary per period = SPM*5	\$6,000*5	\$30,000
DISTRIBUTION		
Instruction & Academic Duties	\$30,000*90%	\$27,000
Project N	\$30,000*10%	\$3,000

4. Salary support during summer (9 months appointment)

Professor H is a professor with a nine-months appointment. He/she has an annual IBS of \$90,000. This faculty member receives summer salary support for two months (2/9) from project K.

ESTIMATES		
Salary per Month(SPM)=IBS/9	\$90,000/9	\$10,000
Salary for summer period= SPM*2	\$10,000*2	\$20,000
DISTRIBUTION		
Project K	two-month	\$20,000

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

5. Salary support during summer (10 months appointment)

Professor G is a professor with a ten-month appointment. He/she has an annual IBS of \$80,000. This faculty member receives summer salary support for one month (1/10) from project U.

ESTIMATES		
Salary per Month(SPM)=IBS/10	\$80,000/10	\$8,000
Salary for summer period= SPM*1	\$8,000*1	\$8,000
DISTRIBUTION		
Project U	one-month	\$8,000

6. NIH Salary Cap

Dr. M has an annual IBS of \$300,000 and expended 10% of her Total Effort on an NIH Grant. The NIH Salary Cap is \$183,500. Salary regulations dictate that salary support should be paid at the regular salary rate. However, in the case the IBS exceeds the agency salary cap, the effort should be paid at the salary cap rate and the researcher should devote the committed effort.

ESTIMATES			
IBS=\$300,000 greater than Salary Cap (\$183,500). Therefore Salary cap should be used to calculate salary support	\$183,500 *10%		\$18,350
DISTRIBUTION			
NIH Grant (NIH Funds)	6%	10%	\$18,350
Institutional Funds	4%		\$11,650
Other academic duties	90%		\$270,000

***Notes:** Only \$18,350 may be charged to the grant (10% of \$183,500), not \$30,000 (10% of \$300,000). The \$11,650 difference between the capped rate and the uncapped rate may not be charged to any Federal project or used to satisfy a Cost Sharing commitment.

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

7. Adjusting Effort Due to New Awards

Dr. F works on an NIH grant and on other UPR activities. His Effort for this grant was 25%, consistent with the requested and funded amount. He then receives a second NIH award that provides support for 20% effort. Dr. F continues his work on the first grant and other UPR activities, but now also devotes time to the second grant equivalent to the amount devoted to the first grant. Therefore Efforts should be redistributed accordingly to reflect a 100% profile.

Actual Profile	
Grant 1	25%
Other Academic duties	75%
New Profile	
Grant 1	20%
Grant 2	20%
Other academic duties	60%

***Note:** Agencies requires grantees to obtain prior approval if the PI or another of the “key personnel” named in the grant award reduces his or her effort by 25% or more (e.g., reducing effort from 40% to 30% or less). In this example, even if Dr. F is the PI or one of the other “key personnel” named in the grant award, the reduction in his effort for the grant period need not be reported to NIH since it is less than 25% (the reduction from 25% to 20% represents only a 20% reduction, and since it occurred in the middle of the budget period for the grant, the reduction over the entire grant budget period will be even less than 20%).

8. Effort without Salary

Dr. I is involved in an NIH sponsored project to which she pledged 3% effort but did not request corresponding salary support. On her Time and Effort report, no pre-printed entries would normally appear for the NIH award, because the pre-printed entries on the Time and Effort report form reflect only salary actually charged to sponsored projects (unless Cost Sharing has been specifically entered). If Dr. I had no Actual Effort on the project, she should certify the report as is. However, if she expended any effort on the grant, the report must be adjusted manually by identifying the project and noting the percentage of Actual Effort expended.

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

9. Voluntary Committed Cost Sharing

Dr. N commits 40% of her effort to an NIH grant, and meets that commitment by expending 40% of her Total Effort on the grant. However, only 30% of Dr. N's salary is charged to the grant. The 10% of Dr. N's salary that is not charged to the grant is Voluntary Committed Cost Sharing. In filling out the Time and Effort report, Dr. N should show her Actual Effort on her NIH grant as 40%, even though the pre-printed salary allocation percentage will be only 30%. The 10% difference between Committed Effort and effort charged to the grant must be tracked by UPR for F&A rate calculation purposes, where applicable, and/or to document fulfillment of Cost Sharing commitments.

*** Note:** If Dr. N had committed and charged only 30% effort to the grant but had voluntarily expended 40% effort, the 10% difference would not be Voluntary Committed Cost Sharing and UPR would not have to track it as such. In filling out the Time and Effort report, Dr. N should consider the 10% effort not charged to the grant to be departmental research, allocable to a cost category other than organized research (usually Instruction).

10. Conversions to Person Months

When required, to fill out the budget forms for the SF 424 R&R grantees will need to convert percent-of-effort to person months. Conversion of personnel percent effort commitment to sponsor defined "person months" (i.e. NIH) should be calculated considering the corresponding and applicable Academic Year and Summer Terms. For the UPR, the actual academic year and summer terms are as follows:

- Academic Year (AY) based on 9-months (AY₉) – all UPR campus except UPR-Carolina and UPR-MSU.
- Academic Year (AY) based on 10-months (AY₁₀) - UPR-Carolina.
- Summer Term (ST) for AY₉ is of 3 months (SM₃) - all UPR campus except UPR-Carolina and UPR-MSU.
- Summer Term (ST) for AY₁₀ is of 2 months (SM₂) - UPR-Carolina.
- Academic Year (AY) based on a 12-months (AY₁₂) – UPR-MSU and all other units within other campuses having faculty personnel under the 12-months system.

Therefore, the conversion of percent effort to person months should be estimated as follows:

Person months = [AY or ST] x [fraction of effort]

Example 1: AY₉ x 25% effort = 9 x 0.25 = 2.25 person months

In specific, a PI on an AY₉ appointment with an IBS of \$63,000 will have a monthly salary of \$7,000 (one-ninth of the AY). 25% of AY effort would equate to 2.25 person months (9 x 0.25=2.25). The budget figure for that effort would be \$15,750 (\$7,000 multiplied by 2.25 AY person months).

Example 2: SM₃ x 100% effort = 3 x 1.00 = 3 person months

UNIVERSITY OF PUERTO RICO SYSTEM
PROCEDURES FOR THE PREPARATION AND SUBMISSION OF TIME AND EFFORT REPORTS
May 2012

In specific, a PI on a AY9 appointment with an IBS of \$63,000 will have a monthly salary of \$7,000 (one-ninth of the AY IBS), and a corresponding ST of 3 months (SM3). If the PI commits, charges a full summer term (3/9) or 100% of effort for the SM3, this would equate to 3 SM3 person months (3 x 1.0=3). The budget figure for that effort would be \$21,000 (\$7,000 multiplied by 3 SM3 person months).

Example 3: AY12 x 25% effort = 12 x 0.25 = 3 person months

In specific, a PI on an AY12 appointment with an IBS of \$72,000 will have a monthly salary of \$6,000 (one-ninth of the AY). 25% of AY effort would equate to 3.0 person months (12x0.25=3.0). The budget figure for that effort would be \$18,000 (\$6,000 multiplied by 3.0 AY person months).