TITLE III TIME AND EFFORT REPORTING

Authority: Issued by the VC and Chief of Staff
Applies to: ◆ Program Activity Directors ◆ Faculty ◆ Staff
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SUPPORT FOR SALARIES AND WAGES OF AN EMPLOYEE WORKING ON A SINGLE COST OBJECTIVE

Appendix 2 C.F.R Part 225 (formerly OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments) requires an employee whose salary and wage are supported, in whole or in part, with Federal funds to document his/her time spent working on Federal programs in order to ensure that charges to each Federal program reflect an accurate account of the employee’s time and effort devoted to that program. Time and Effort Reporting (T&E) for Title III, SAFRA and Master’s Grant is as follows: Full-time, part-time, temporary employees and students are to submit T&E reports on a monthly basis. Faculty, faculty researchers and student researchers will submit T&E reports at the completion of the project to which they are assigned. T&E reports must be certified by the employee, the employee’s direct supervisor and submitted to the Title III Coordination Office.