

Angelo State University Effort Reporting Instructions

General

Review and completion of the *Effort Report* (ER) is required by federal regulation and university policy. See Angelo State University (ASU) OP 56.09 for the policy statement.

Individuals will receive an ER if they:

- a. Are paid from a sponsored program account; or
- b. Contribute time to a sponsored project (salary cost share or match).

All individuals will report and certify their effort on a monthly time basis. ERs for individuals contributing time to sponsored projects are sent directly to the individual named on the report. All other reports are sent to either the account manager or the department head.

Completing the ER Form

The Activity, Account Title, Account Number, Match, and Percent Effort column amounts are system generated from ASU budget appointments. If any of the items in these columns is incorrect, cross out the incorrect information, write the correct information, and initial beside your correction. Percentages must be based on total effort, not hours.

NOTE: If a person is appointed for only .50 FTE (or 20 hours per week) and this is the total time worked at ASU, the 50 percent appointment represents 100 percent effort.

The form should be signed by the employee, principal investigator, or responsible official(s) having direct knowledge or other suitable means of verification that the work was performed. Additionally, the form must be signed by the individual's respective dean.

Returning the ER Form

The ER Form should be reviewed, signed, and returned to the Office of Sponsored Projects within twenty (20) days of the end of the report period.

If you have any questions or problems, contact the Grant Accountant at 942-2014 or the Office of Sponsored Projects at 942-2530.