

Which column(s) to report effort on the Time and Effort Certification Reports?

<u>Sponsored projects/awards fall under</u>	<u>Non-sponsored projects/awards fall under</u>
Column 1	Column 1
Column 2	Column 5
Column 3	Column 6
Column 4	

Column 1 – Training/teaching funded by a sponsor
Research funded by department

Column 2 – **Non-Clinical** Sponsored Research
Cost sharing chartstrings for **non-Clinical** Sponsored Research

Column 3 – Clinical Trial Research/activities related to a sponsor project

Column 4 – Public services/**non-research/non-clinical** activities that relating to a sponsored project

Column 5 – Public services/clinical/patients activities that does not relate to a sponsored project

Column 6 – Administrative departmental/university duties. Effort benefits the department/university overall, not just a single award.

If there is a dilemma on which column to report effort, the bottom portion of the Time and Effort Certification form may provide some assistance as of where an employee's effort should be. The first digit of the program code may let you know which column the effort should be reported.

- B) COLUMN 1 INCLUDES: SPONSORED PROJECTS WITH A PROGRAM #0 OR 7.
- C) COLUMN 2 INCLUDES: SPONSORED PROJECTS WITH A PROGRAM #1.
- D) COLUMN 3 INCLUDES: SPONSORED PROJECTS WITH A PROGRAM #1.
- E) COLUMN 4 INCLUDES: SPONSORED PROJECTS WITH ANY OTHER PROGRAM #.
- F) COLUMN 5 INCLUDES: NON SPONSORED HOSPITAL AND PATIENT CARE DUTIES WHICH ARE PART OF THE EMPLOYEES WORKLOAD ASSIGNMENT.
- G) COLUMN 6 INCLUDES ADMINISTRATIVE DUTIES WHICH BENEFIT ALL FUNCTIONS

The Time and Effort direction package has more detailed information about each column.

</administration/accounting/docs/SP T&E Directions.pdf>