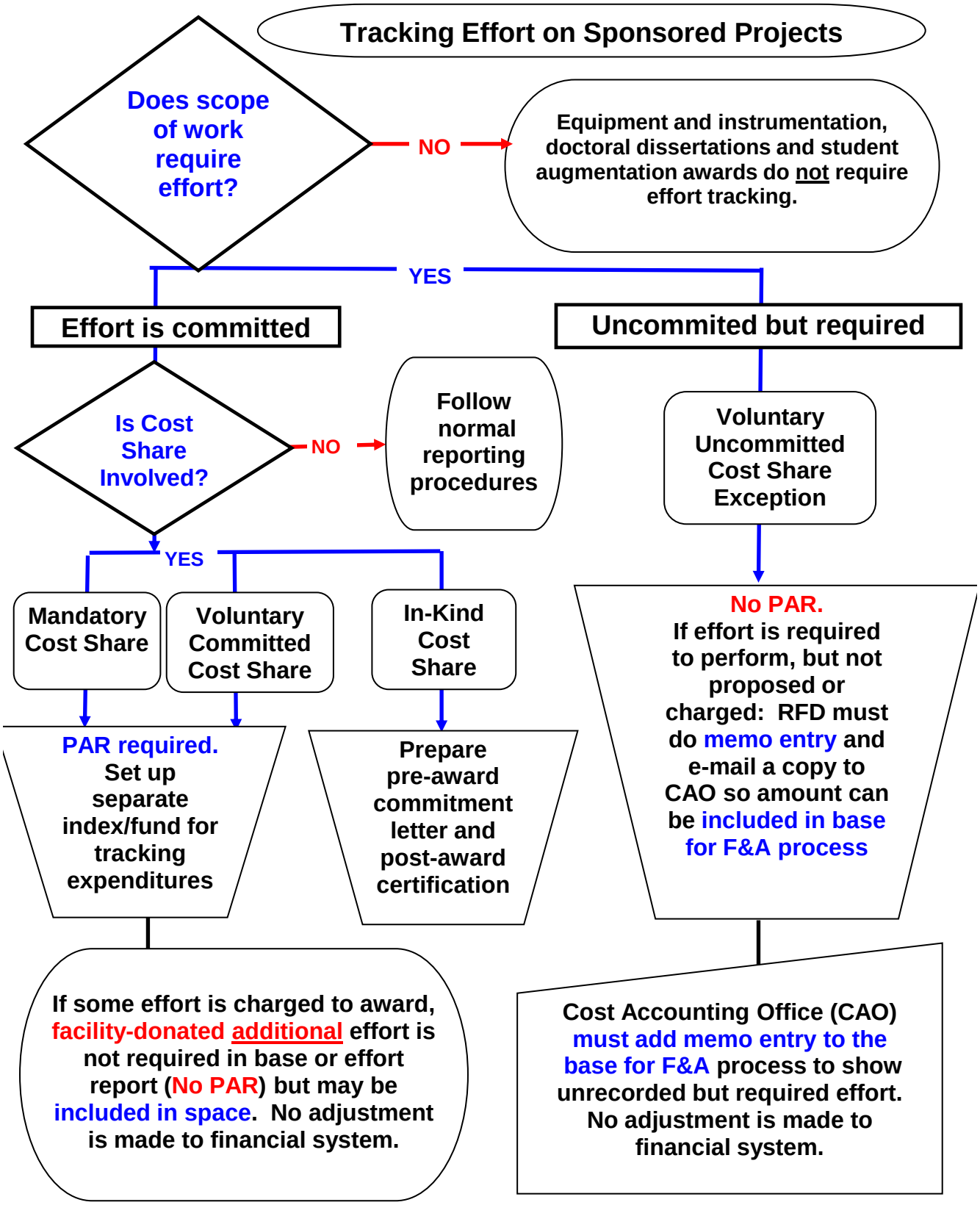
Tracking Effort on Sponsored Projects
Does scope of work require effort?
NO
Equipment and instrumentation, doctoral dissertations and student augmentation awards do not require effort tracking.
YES
Effort is committed
Uncommited but required
Is Cost Share Involved?
NO
Follow normal reporting procedures
Voluntary Uncommitted Cost Share Exception
YES
Mandatory Cost Share
Voluntary Committed Cost Share
In-Kind Cost Share
No PAR. If effort is required to perform, but not proposed or charged: RFD must do memo entry and e-mail a copy to CAO so amount can be included in base for F&A process
PAR required. Set up separate index/fund for tracking expenditures
Prepare pre-award commitment letter and post-award certification
If some effort is charged to award, facility-donated additional effort is not required in base or effort report (No PAR) but may be included in space. No adjustment is made to financial system.
Cost Accounting Office (CAO) must add memo entry to the base for F&A process to show unrecorded but required effort. No adjustment is made to financial system.