# EFFORT CERTIFICATION AND COST SHARING

Presented by:

Robert Beckmann

## SPONSORED PROGRAMS SERVICES

December 2012

#### PACKET A

# COMPLETING AN EFFORT CERTIFICATION FORM

STEP BY STEP

SPONSORED PROGRAMS SERVICES 12/09/11

#### **PACKET A**

#### **COMPLETING AN EFFORT CERTIFICATION FORM**

#### **Employee number, NAME, CAMPUS ADDRESS**

If any of this information is incomplete or incorrect you may make corrections in these four spaces. The only item that can be updated by Sponsored Programs Services is the address where the form is sent. This does not update WSU ORG. Any updates to the employee number or name need to be handled by Benefit and Payroll Services. Make corrections by lining through and hand writing the correct information. Do not use white out.

#### **EFFORT PERIOD**

Do not make changes to the Effort Period-Beginning or Ending dates. These are cumulative effort periods, not individual pay periods, automatically set for academic semester reporting periods. If an employee terminated employment after having worked only a few hours or days during the effort period this is still considered 100% effort and should be recorded as such.

#### **SECTION A - CLASSIFICATION**

Enter the appropriate percentages of effort the employee contributed to any given classification. These do not necessarily match the classification titles listed in Section C. Be sure to refer to the back of the Effort Certification form for the definitions and/or allowable programs. Also, keep in mind that Sections A and B must total 100%. Do not list the same effort in Section A that is in Section B

#### **SECTION B - SPONSORED AGREEMENTS**

If a person was paid from a sponsored agreement (programs 11-14 shown in Section C), the same information should be printed or hand written in this section. Normally the percentage is the same as earned unless the sponsor has approved the use of all or part as cost sharing/matching or a payroll adjustment is in process. The total of Sections A and B must total 100%.

**NOTE**: If the earnings in Section C show the employee paid from a state or federal work-study account (programs 11-14), the percentage of effort from these earnings must be reported with the percentage of effort from the departmental earnings in Sec A. Reason: Work-study accounts are not technically considered sponsored agreements and are not normally reported in Section B If an employee were paid from a Sponsored Agreement then it would be reported in Section B along with that percentage.

#### SECTION C - EARNED DISTRIBUTION FOR REPORT PERIOD

This section shows all budget/project(s) and percentages from which a person was <u>paid</u> during this reporting period. **If there are any payroll adjustments in process make the necessary changes in this section.** Do not make changes to include a cost sharing account.

#### **SECTION D - IMPORTANT NOTICE**

This section contains messages <u>from</u> Sponsored Programs Services. "Section **I**: Signature Required" is a constant reminder that either the employee and/or an administrator or supervisor must sign in Section J. For other messages refer to the back of the form.

#### **SECTION E - COST SHARING**

Sponsored Agreement accounts are listed to which the person is cost sharing. There may be accounts pre-printed in this section. This information is obtained from the Cost Sharing Effort Inquiry Request (CSEIR) form or the account having been hand-written and processed for a previous reporting period followed by a CSEIR. Indicate whether cost sharing is ON or OFF campus in Section E. If the employee is contributing cost sharing effort to an account not pre-printed, enter the account, including program-budget-project, percentage and whether it is ON or OFF campus. (Again, be sure to follow up by sending an updated CSEIR form to Sponsored Programs Services.) Be sure the total cost sharing reported in this section matches the cost sharing percentage reported in Section A. Also, someone with signature authority for cost sharing budgets reported must sign Section J.

**NOTE:** For audit purposes, documentation should be retained to verify the cost shared percentage reported (i.e., time report, spreadsheet, etc.).

#### **SECTION F - REMARKS**

Use this section to send pertinent information to Sponsored Programs Services relating to the form (explaining changes made, informing of payroll change documents in process, medical or sabbatical leave, along with dates, etc.).

#### SECTION G – COST SHARING FROM ACCOUNT

Please write in the program, budget and project number of the account, noted in Section C, the cost sharing is coming from and the percentage. The percentage total in Section G must equal the percentage total of Cost Sharing in Sections E and A. Note: This information is used in computing the Facilities and Administration rate (F&A). Institutional Research also makes use of the data.

#### SECTION H – CONTINUING EFFORT REPORTS

Date listed these are Effort Repots that have not been received by SPS for certification entry.

#### **SECTION I - EFFORT CERTIFICATION STATEMENT**

. Section I must be signed by the individual having firsthand knowledge of 100 percent of the total effort expended during the reporting period. In most cases, the department chair is the certifying administrator. If the department chair does not have adequate knowledge of the employee's activity he or she may delegate certification responsibilities to another departmental administrator who supervises the employee. The employee signs Section J if no single administrator has firsthand knowledge of 100% effort. **Either an administrator or the employee must sign section I. NOTE:** Signature stamps are not permissible.

◆ When there is no effort during the period please give the pertinent details in Section F and do not sign in Section I. Signature is required in Section J for verification of earned distribution. (Section C)

#### **SECTION J - EFFORT CERTIFICATION STATEMENT**

If an administrator with expenditure authority does not sign in Section I, such a person <u>must</u> sign in Section J. If Section C shows split budget coding someone with signature authority from each budget department must sign in Section I or J. If there is cost sharing reported in Section E then someone with expenditure authority for that budget must sign in either Section I or J. **NOTE:** Signature stamps are not permissible.

• If there is no effort during the period give pertinent details in Section F and sign in this section.

#### DISTRIBUTION OF THE FORM

If your department has the only budget(s) listed in Section C and all necessary information has been entered and signed appropriately, return the form to Sponsored Programs Services at campus zip 1025. If split budgets and/or multiple departments are involved, including cost sharing accounts, access BALANCES to determine the other department(s). These department(s) administrators need to review and sign the form. It is helpful to forward the form to the appropriate persons for completion. If you are not sure to whom the forms should be forwarded simply return them to Sponsored Programs Services. The forms will be forwarded accordingly.

For assistance in completing the Effort Certification Report contact Robert Beckmann at 335-7433 or email: <a href="mailto:beckmanr@wsu.edu">beckmanr@wsu.edu</a>. Also refer to sections 40.34, 40.35 and 40.36 of the <a href="mailto:Business Policies and Procedures Manual">Business Policies and Procedures Manual</a>.

RWB/01-09 Effort Training Packet A

#### PACKET B

# EFFORT CERTIFICATION REPORTING

HELPFUL INFORMATION

SPONSORED PROGRAMS SERVICES
December 2012

#### PACKET B

## EFFORT CERTIFICATION REPORTING HELPFUL INFORMATION

#### I. <u>Pre-printed Information</u>

The Effort Certification Report (ECR) has sections with preprinted information.

#### A. Name and Department Address

- 1. The department address is taken from the WSU ORG System. This file lists the employee's last known department.
- 2. If the employee is paid from two or more budgets, the address will more than likely be the home department and/or the department that pays the highest percentage of earnings.
- 3. To correct the address, for the Effort System only, draw one line through the incorrect address and hand write the correct department name and address on the form. (Doing this does not correct the WSU ORG System).

#### B. Effort Period

This is a specific period of time concerning the reporting cycle in the Effort Certification system. <u>Do not change these dates</u>.

- 1. Spring Semester (1/1/yy 5/15/yy)
- 2. Early Summer (5/16/yy 6/30/yy)
- 3. Late Summer (7/1/yy 8/15/yy)
- 4. Fall Semester (8/16/yy 12/31/yy)

#### C. Section C – Earnings Distribution

Account numbers (Budgets/Projects) and percentages are derived from the payroll system (HEPPS).

◆ Examples of Exclusions from salary base: Wages, Annual Leave Payoff, Sick Leave Payoff, and Comptime.

#### II. <u>Effort Reporting Procedures</u>

The Effort Certification Report should be completed exercising great care. Once the report has been certified and entered into the Effort Reporting System, the submission of retroactive Position Actions and Expense Assignment Actions could necessitate resubmission and recertification. This could point to a weakness in the university's controls and result in audit disallowance

- A. Review effort reporting instructions by referencing Section <u>40.35</u> of the BPPM.
- B. Follow printed instructions on the back of the ECR.
- C. Departmental records should substantiate the accuracy of effort reported where appropriate to support audit (i.e., time records).
- D. It is important that the effort reported not conflict with other institutional or college reports that require distribution of an individual's time especially when an individual is paid 100% from the grant. Auditors have been very aggressive in pursuing other institutional reports, for activity of faculty members, in order to substantiate the percentages of effort reported on federally sponsored agreements. Conflict can occur when distributing effort contributed to major functions such as instruction and organized research, cost sharing, departmental administration, and sponsored agreements, since documentation is available in the college which reflects teaching assignments and administrative duties, and would be available for audit review.

#### III. Reporting "Departmental Administration" (Section A)

- A. <u>ALL CLASSIFIED STAFF</u> paid from state funds (programs 06 through 10 and 17C) with few exceptions, normally report effort for these programs as Departmental Administration (DA).
- B. Exceptions will be made for the following reasons:
  - 1. The employee is teaching a class.
  - 2. The employee is <u>conducting</u> research rather than <u>supporting</u> the research effort (program 10); or
  - 3. The employee is cost sharing.

- III. Reporting "Departmental Administration" (Section A) continued
  - C. Employees paid from programs other than 06 through 10 and 17C, should <u>not</u> report effort in the DA classification.
- IV. Reporting Effort For "Organized Research" (Section A)
  - A. <u>Organized Research</u> (O/R) is defined by federal regulation as being <u>separately budgeted</u> (program 10). Research effort that is not separately budgeted should be classified as Instruction and Departmental Research (I/DR) in Section A.
  - B. To report effort in O/R, there must be an allowable program account listed in Section C. If you wish to report effort in the classification and a <u>program 10 account is not preprinted</u>, you may manually enter an account. A manual entry will result in a need for accounting and payroll adjustment and must be supported by an Expense Assignment Action (EAA) or Position Action (PA).
  - C. The ECR will be returned for correction when effort is reported for OR in Section A, and there are no earnings for that activity in Section C. (program 10)

#### V. <u>Reporting Work Study</u>

- A. Work Study funds paid to research and teaching assistants is recorded in Section C. Appointments paid on <u>budget 7801</u> are <u>federal work study</u> and appointments paid on budget 7802 are state work study.
  - 1. The effort, which these payments support must be distributed in Section A or Section B.
  - 2. The Work Study percentage should be included under the same classification with the departmental percentage.
  - 3. If there is Work Study along with a sponsored agreement (programs 11-14), then the Work Study account and percentage should be written in Section B along with the sponsored agreement percentage.
  - 4. Federal Work Study is normally not allowed as cost sharing.

#### VI. Section C -- Earned Distribution

A. Adjustments in Section C must be made in accordance with Section 40.35.4 of the BPPM and can result in the need for corresponding changes in payroll records. When completing the effort report, any change in the workload exceeding 5% (increase or decrease) is considered significant and requires a corresponding change to the accounting records.

<u>Unless a sponsored agreement (programs 11-14) is involved</u>, changes in effort of less than 5% do not need to be reported and the percentage of effort certified would be the same as the percentage in Section C. However any change to a sponsored agreement will require a payroll adjustment using an Expense Assignment Action or Position Action.

- B. Retroactive EAAs/PAs for <u>accounts past term</u> in programs 11 through 14, for a previously certified effort period will be processed <u>only</u> when required to clear an overdraft from the account and only under exceptional circumstances. It would be inappropriate to transfer to another sponsored agreement account.
- C. Retroactive EAAs/PAs for <u>active accounts</u> in programs 11 through 14 for previously certified effort will require detailed justification explaining how this expense will benefit the recipient account. Is it allocable, allowable and reasonable? Payroll adjustments are to be requested within 90 days of the initial expense on BALANCES. Payroll transfers for a given period may only be made once. (BPPM 30.25)
- D. If an EAA or PA was already issued to adjust the earned distribution in Section C, and the requested changes are not reflected, attach a copy of the EAA or PA. In Section F on the effort report, state which form is attached.

#### VII. <u>Section E – Cost Sharing</u>

A. Cost Sharing is to be reported in accordance with Section 40.35.3 of the BPPM. Failure to complete this section could have a serious impact such as not meeting cost sharing obligations and inaccurate effort reporting.

#### VII <u>Section E – Cost Sharing</u> – continued

- B. When reporting cost sharing for a grant that is not preprinted in Section E, enter the full account coding. Also, for indirect cost (F&A) calculating purposes, indicate cost sharing as "on" or "off" campus. Follow up by submitting a Cost Sharing Effort Inquiry Request (CSEIR) form to include the employee in the Effort Participation System.
- C. Fill out Section G using the program, budget and project numbers the cost sharing is coming from with the percentage(s). The percentage total of Section G must equal the cost sharing reported in Sections E and A using only accounts found in Section C.

**NOTE**: <u>Preprinted percentages</u> in Sections A, B or E should be adjusted if this is not accurate for the reporting period.

#### VIII. Signature(s) in Sections I and J -- Who Can/Must Sign?

#### A. Section I signature <u>required of:</u>

- 1. Administrator or supervisor who has firsthand knowledge of 100% of the employee's effort; or
- 2. Employee if no single administrator/supervisor has firsthand knowledge of all effort.

#### B. Section J signature:

- 1. If the person(s) signing Section I has expenditure authority for <u>all</u> budgets in Section C and for all budgets reporting cost sharing in Section E then Section J does not need to be signed.
- 2. If the person(s) signing Section I <u>does not</u> have expenditure authority on <u>all</u> budgets listed, send the Effort Certification form to all departments involved. Someone with expenditure authority, for each budget involved, must sign the ECR.
- 3. Signature stamps are not permissible on the Effort Certification Form.

#### IX. Recertification/Effort Certification

- A. Recertifying previously certified effort is a major concern. Recertified ECRs are thoroughly audited. Lack of sufficient justification may result in disallowance, which must be absorbed by departmental funds.
- B. The effort certification system allows changes to be made at the time a report is initially produced and sent for review and signature. To prevent possible audit disallowance, consider the following when reviewing ECRs:
  - 1. Carefully check Section C, "Earned Distribution". If this section does not properly reflect accurate earnings, adjustments in process or anticipated changes, **do not** certify the effort as indicated. Line out the incorrect information and make appropriate corrections to the distribution percentages. This will result in corresponding changes in payroll records. (Attach a copy of the EAA or PA).
  - 2. Failure to follow this procedure will cause the preprinted effort to be incorrectly certified as shown and will subsequently require justifiable recertification.
  - 3. Effort should not be recertified after 90 days from the date of the original ECR. Recertification is subject to audit and unless sufficiently justified, could result in audit disallowance. A recertification of effort, unless properly justified, jeopardizes the reporting system's integrity and credibility.

#### X. <u>Update Address on Effort Certification Report</u>

- A. Sometimes, ECRs are printed with no mailing address. When this occurs, the forms are sent to the department whose budget pays the majority of the salary.
- B. If your budget is not responsible for certifying the effort, <u>please</u> forward the form to the department that is responsible. Information regarding expenditure authorization can be found in Section 40.35 of the BPPM.
- C. When signed forms are returned with corrected address info, routing codes will be updated and forms will be sent to the correct address when ECRs are subsequently produced.

RWB/01-09 Effort Training Packet B

#### PACKET C

### **EFFORT CERTIFICATIONS**

#### SPECIFIC EXAMPLES

SPONSORED PROGRAMS SERVICES December 2012 40.35.8 Revised 3-05 Sponsored Programs Services 335-2058

#### **Completing the Effort Certification Report**

Changing the *Earned Distribution* — Since the employee spent 40 percent of his time on the sponsored agreement 12Z-2710-0204, a corresponding decrease of 15 percent must have occurred elsewhere. In this case, the employee reduced the time spent on instruction to 35 percent. The *Earned Distribution* must be adjusted to reflect the changes in effort. Initiate an Expense Assignment Action, or a Position Action If the change continues after the reporting period ends.

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GRANTS AND CONTRACTS
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Revised 3-05
Sponsored Programs Services
335-2058

#### **Completing the Effort Certification Report**

New Account and Cost Sharing — This faculty member cost-shared to two sponsored agreements. During the semester she earned 30 percent from a new sponsored agreement, which was not preprinted in the *Earned Distribution*. The certifier made the appropriate changes in sections B and C. Since the new account will be active beyond the current reporting period, an Expense Assignment Action or Position Action must be initiated.

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#### **GRANTS AND CONTRACTS** 40.35.10

**BUSINESS POLICIES AND PROCEDURES MANUAL** 

Revised 3-05 **Sponsored Programs Services** 335-2058

#### **Completing the Effort Certification Report**

Clerical Departmental Administration — This clerical employee spent 80 percent of her time on departmental activities. She spent another 20 percent working exclusively on activities related to the sponsored agreement 11N-2426-0023, and such clerical activities were specifically approved by the sponsor as an exception to normal policy.

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#### **BUSINESS POLICIES AND PROCEDURES MANUAL**

GRANTS AND CONTRACTS
40.35.11
Revised 3-05
Sponsored Programs Services
335-2058

#### **Completing the Effort Certification Report**

Departmental Administration — This department chair spent 60 percent of her time conducting departmental administration. Thirty percent was devoted to the sponsored agreement 11Z-2432-0008, as Principal Investigator. Another 10 percent of her time, supported by the instruction account 06D-6789-0023, was cost-shared to the sponsored agreement 12Z-2432-0009. Since Alice Smith is the department chair, she signs the administrator blank in Section J.

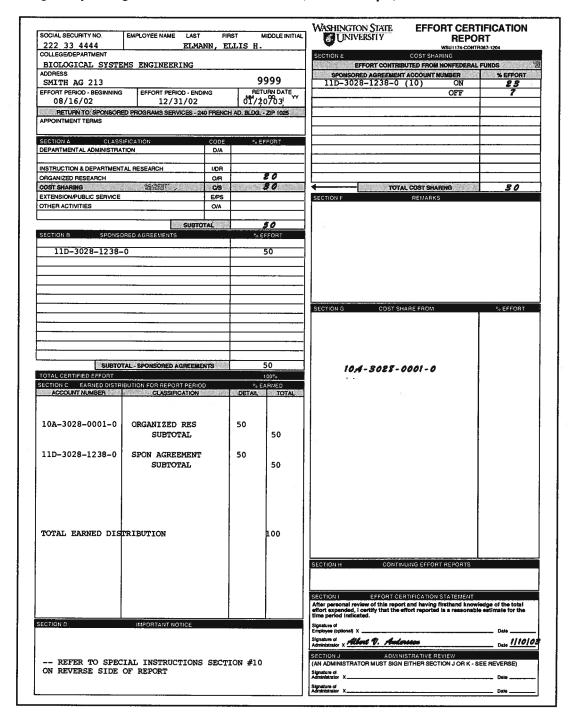
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**Sponsored Programs Services** 

#### **BUSINESS POLICIES AND PROCEDURES MANUAL**

# 335-2058 Completing the Effort Certification Report

Cost Sharing (On- and Off-Campus) — This faculty member devoted 80 percent of his total time to the sponsored agreement 11D-3028-1328. Fifty percent was supported by the sponsor, and 30 percent was cost-shared, supported by the WSU account 10A-3028-0001. When the number (10) appears adjacent to the account number in Section E, indicate the cost-sharing effort percentages which occurred in each location (on- or off-campus).



#### **BUSINESS POLICIES AND PROCEDURES MANUAL**

GRANTS AND CONTRACTS
40.35.13
Revised 3-05
Sponsored Programs Services
335-2058

#### **Completing the Effort Certification Report**

Fund 143 — This faculty member received substantial support from federal agencies through WSU fund 143. Support from fund 143 is channeled through programs 09 and 10. Thus the effort is reported in Section A with the state-supported effort. Fund 143 accounts are designated as such in *Earned Distribution*. The classification listed directly above the "Fund 143" designation applies to the fund 143 account. Fund 143 support is an exception; most federal support is channeled through programs 11 and 12 and reported in Section B. Cost sharing from fund 143 accounts is not allowed.

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#### BUSINESS POLICIES AND PROCEDURES MANUAL

Revised 3-05 Sponsored Programs Services 335-2058

#### **Completing the Effort Certification Report**

Adding a Cost Sharing Account — This faculty member cost-shared a substantial amount of effort to a sponsored agreement not preprinted in Section E. This effort was supported by the instruction account 06W-8642-9009. Handwrite account number in Section E. Indicate whether cost sharing (C/S) is on, off, or both.

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#### **Attachment 1A**

#### **Cost Sharing Effort Inquiry Request**

The Cost Sharing Effort Inquiry Request (CSEIR) form is a very helpful and necessary tool to the department and Sponsored Programs Services. Using this form initiates reporting the correct cost sharing at the beginning of a grant instead of making adjustments later, recertifying to report past effort, or finding other documentation to cover cost sharing. Many sponsoring agencies now require reporting of cost share along with invoicing and may reduce payments by the percent of underreported cost sharing.

The top section of the form gives account information including the calculated cost sharing obligation amount. If this form were being sent to you because of an amendment, or such, that would change the obligation, you would see those changes also.

The center section of the form gives instructions on how to fill out the form and what information you would put where. If you are using the Remarks section, to inform Sponsored Programs Services, of other means that will be used besides salaries and benefits to meet the cost sharing obligation please be sure to follow up with a memo and documentation of the match item(s) and amounts, as soon as possible, to keep the cost sharing records current.

List specific WSU personnel who would be cost sharing toward the project in the designated section of the form. Indicate whether they would be contributing ON or OFF campus or, in some cases, cost sharing may be MIXED.

For an employee to be entered into the Cost Share Participation System and the account to pre-print on future Effort Certification forms you must submit a CSEIR form. Before submitting the CSEIR to Sponsored Programs Services you are encouraged to take a copy for your records. This copy can be used as a template in the future to update records. If you want to add more names or other items you could copy your template and make the additions/corrections. Send this, along with a note, to Sponsored Programs Services and we will add the necessary information.

If you have hand written a cost sharing account on an Effort Certification form you must follow up with a CSEIR form so the employee will be added to the Cost Share Participation System for preprinting on future forms.

As with any thing concerning cost sharing and effort certification we are happy to hear from you. If you have questions and/or concerns please contact Robert Beckmann at 335-7433 or e-mail: beckmanr@wsu.edu

Rwb/01-05 CSINQREQ Sponsored Programs Services

Attachment

45   02   00a   9999   9999   Feline Language Interpretation   K. Small    O:	UND	APPR. PROG. E	BUDGET PROJEC	TITLE					PREPARED BY DAT
B. Cat  12/1/08  TERMINATION DATE 6/30/10  PREVIOUS COST SHARING OBLIGATION  PREVIOUS COST SHARING OBLIGATION  CUMULATIVE OBLIGATION TO DATE  PLEASE LIST BELOW SALARIED EMPLOYEE(S) TO BE CONTRIBUTING COST SHARING EFFORT FOR THIS ACCOUNT  NOTE: ADMINISTRATIVE/CLERICAL SALARIES ARE NORMALLY TREATED AS F&A (FACILITIES AND ADMINISTRATIVE) COSTS, AND GENERALLY ARE NOT ALLOWABLE FOR USE AS COST SHARING.  EFFORT LOCATION									K. Small 12/23
B. Cat    12/1/08	O:				EFFECTIVE DATE	COST SHARING ORI	GATION - THIS REQUEST		
9944 CUMULATIVE OBLIGATION TO DATE \$5,934.00  PLEASE LIST BELOW SALARIED EMPLOYEE(S) TO BE CONTRIBUTING COST SHARING EFFORT FOR THIS ACCOUNT  NOTE: ADMINISTRATIVE/CLERICAL SALARIES ARE NORMALLY TREATED AS F&A (FACILITIES AND ADMINISTRATIVE) COSTS, AND GENERALLY ARE NOT ALLOWABLE FOR USE AS COST SHARING.  EFFORT LOCATION		B. Cat				OCCI CITATING OBE	CATION THIS REQUEST		\$5,934.00
PLEASE LIST BELOW SALARIED EMPLOYEE(S) TO BE CONTRIBUTING COST SHARING EFFORT FOR THIS ACCOUNT  NOTE: ADMINISTRATIVE/CLERICAL SALARIES ARE NORMALLY TREATED AS F&A (FACILITIES AND ADMINISTRATIVE) COSTS, AND GENERALLY ARE NOT ALLOWABLE FOR USE AS COST SHARING.  EFFORT LOCATION	DDRE	SS/7IP·				PREVIOUS COST SH	ARING OBLIGATION		
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NOTE: ADMINISTRATIVE/CLERICAL SALARIES ARE NORMALLY TREATED AS F&A (FACILITIES AND ADMINISTRATIVE) COSTS, AND GENERALLY ARE NOT ALLOWABLE FOR USE AS COST SHARING.  EFFORT LOCATION		9944				CUMULATIVE OBLIGA	ATION TO DATE		\$5,934.00
AND GENERALLY ARE NOT ALLOWABLE FOR USE AS COST SHARING.  EFFORT LOCATION		PLEAS	E LIST BELO	W SALARIED E	MPLOYEE(S) TO I	BE CONTRIBUTING	COST SHARING EFFO	RT FOR THIS ACC	COUNT
		NO					,	ADMINISTRATIVE) C	OSTS,
				T				EFFORT LOCATION	DN
		1	NAME		WSU Employ	ee Number	ON-CAMPUS		MIXED LOCATIONS
					. ,				
									_
PLEASE USE THIS SECTION TO INFORM SPS IF YOU WILL BE USING MEANS OTHER THAN WSU SALARIED PERSONNELTO MEET YOUR MATCHING OBLIGATION.	DIEA	PE LICE THIS SECT	ION TO INFORM	CDC IE VOLLWILL B	E LICING MEANS OTHE	D THAN WELL ON ADIE	DEDCONNEL TO MEET VOI	ID MATCHING ORLICA	TION

#### Attachment 2A

#### **Cost Sharing Documentation Requirements for Manual Entries**

- 1. All SALARY (object 00) and BENEFITS (07) match for WSU employees is entered through the Effort Certification process. The only exception is when the employee is on sabbatical. See WSU Match (2.c) for the process to claim sabbatical effort.
- 2. WSU Match through Manual Entries A memo initiates the documentation process needed by Sponsored Programs Services to place all other match manually into the system. It must come from a person with signature authority on the account providing the match. All matching cost items must have been incurred during the time frame of the award. The memo should include the following details, either within the memo or as an attachment (a print from BALANCES or a budget statement copy with items highlighted are good sources of documentation):
  - account where the match is being recorded
  - account where the costs were incurred
  - match transaction (vendor name)
  - dollar amount
  - date of transaction
  - document number
  - a. To document TUITION WAIVERS, a memo needs to come from the department providing the waiver with the dollar amount, dates, name and WSU ID # of person receiving the waiver. Waivers are considered *in-kind* match.
  - b. FACILITIES AND ADMINISTRATIVE COSTS (F&A) or overhead, can be added to the match only if it is allowed and so stated in the award document. Please indicate on the memo if is allowed as part of the match. Also indicate if the F&A is to be applied at on-campus or off-campus rates.
  - c. To document WAGES (Object 01), complete the "Manual Cost Share Data sheet" Attachment 2B. This form can then be sent electronically to SPS for completion. Please list all pay periods separately. SPS will calculate the benefits (object 07) and F&A (object 13), if applicable.
  - d. To document effort while a WSU employee is on SABBATICAL LEAVE, use the process outlined in (c) above.
  - e. To document VOLUNTEER LABOR, the following information is needed: volunteer name, job being performed, number of hours of donated time, rate at which the amount is being calculated, and the time frame of the donated labor. Pay rates need to be reasonable or justifiable per the award document or other recognized source. Volunteers should attest to the hours donated by signing some sort of documentation. This is considered *in-kind* match. If a retired WSU employee is providing volunteer labor as match, use their last salary rate to compute the match amount but do not include benefits or F&A.
  - f. To document THIRD PARTY match, a cover memo should be prepared from someone with signature authority on the grant or by the PI. For documentation, a letter is required from the donor which states the dollar amount (or value for in-kind), the time period during which the match was provided and signed by an authorized individual from the donor's business or contracts office.
- 3. Remember that fund 143 is Federal Appropriations and may not be used as cost share.
- 4. Match provided by subcontractors along with their invoices will be entered into the system by SPS when approved invoices are returned to SPS for processing.

01/09 rev.

#### **Manual Cost Share Data Sheet**

Moving from acct:	Moving to:	
Time Period From:	To:	
F&A Rate		

EFFECTIVE END DATE*	WSU ID	Last Name,First Initial	Wages (01)	BENS (07)	F&A (13)	
		TOTAL	0.00	0.00	0.00	

Wages total	0.00
Benefits total	0.00
Associated Facilities & Administration costs	0.00
GRAND TOTAL THIS PAGE	0.00

\*Effective end date: Spring Semester, 5-15-XX Early Summer, 6-30-XX Late Summer, 8-15-XX Fall Semester, 12-31-XX

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#### **Attachment 3**

