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
  
  Is Cost Share Involved?

  - NO: Follow normal Set-up procedures
  
  - YES: Uncommited but required

    Voluntary Uncommitted Cost Share Exception

    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.

  Mandatory Cost Share
  
  Set up separate index/fund for tracking the cost share expenditures.

  If some effort is charged to award, facility-donated additional effort is not required in base or effort report (PAR) but may be included in space. No adjustment is made to financial system.

  Voluntary Committed Cost Share
  
  Prepare pre-award commitment letter and post-award certification.

  In-Kind Cost Share
  
  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.