Time & Effort Policies and Procedures

TT and NTT faculty in College of EHHD
Objective

• Help faculty conducting research:
  – Augment their salaries
  – Comply with federal regulations and funder requirements
Policies

• MSU responsible for commitments made to funders
• Actual T&E must be at or above committed T&E
  – Paid
  – Unpaid
• EHHD faculty must follow new procedures (summary slides)
Paid T&E Procedures:

- Grant with T&E
  - Complete EHHD T&E Spreadsheet with ebird@montana.edu
  - Grant start up meeting
  - Set up T&E via email or appointment with jobsehhd@montana.edu
  - Document T&E
    - T&E ≥ % Effort
      - Respond to FSS T&E emails with “yes”
    - T&E < % Effort
      - Contact jobsehhd@montana.edu to modify ePAF accordingly
Grant with T&E

• Incentive program for researchers (IPR) and or summer salary
  – Up to 25% of AY salary can be earned through IPR if funder allows
  – [not allowed by INBRE, AI/AN CTR, CAIRHE, and others]
• Up to 3/9 of AY salary can be earned as summer salary*
  – *3/9 = 100% = no other work = no vacation or time off without reducing compensation
  – Attestation form from Provost Office required
• Unpaid time = % effort or months committed to a funded project that is not compensated with IPR or summer salary
  – Faculty responsible for documenting time and being ‘audit ready’
Complete EHHD T&E Spreadsheet with ebird@montana.edu

• Demo
Set up paid T&E (from the T&E worksheet)

- IPR – Elizabeth will complete paperwork
- Summer salary – form sent out in spring semester
Documenting T&E

• Federal regulations section 200.430(c) states “It is recognized that teaching, research, service and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for IHEs [Institutions of Higher Education] a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected.”
However, you still need to document your time:

• Many options
  – Log on a spreadsheet
  – Log on Outlook Calendar
  – Paper calendar or notebook
  – Note intermingled activities, e.g. meetings with students working on projects, lab meetings, working on budgets, attending events relevant to the research, etc.

• Keep documentation up to 10 years following grant completion
FSS Email Verification of T&E

- Occurs periodically and there is a lag before FSS gets payroll info
- % effort reflects information from the ePAF set up by faculty
Fiscal Shared Services, Academic Team 1 (academicFSS1@montana.edu)

Kristen McCrae is our current FSS Team Lead
Course Load Reduction

• 10% of salary + benefits should be coming from grant
• Must occur in the same AY as salary received, but does not have to be the same semester
  – 10% salary for F and S semesters with course buyout for F or S is ok
  – 20% salary for F and 0% for S with course buyout for S is ok
Institutional Research and Development (IRD)

• 15% of IDC collected on graduate student stipends returned to researchers as F&A return
• Use of IRD funds is flexible within rules
  – Student travel
  – Research support for students
• [https://www.montana.edu/research/osp/findingfunding/ird.html](https://www.montana.edu/research/osp/findingfunding/ird.html)
Paid T&E Procedures:

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- Grant start up meeting
- Set up T&E via email or appointment with jobsehhd@montana.edu
- Document T&E
  - T&E ≥ % Effort: Respond to FSS T&E emails with “yes”
  - T&E < % Effort: Contact jobsehhd@montana.edu to modify ePAF accordingly
Unpaid T&E Procedures:

- Grant with T&E
  - Complete EHHD T&E Spreadsheet with ebird@montana.edu

  - Document T&E
    - T&E ≥ % Effort: Good to go
    - T&E < % Effort: Discussion with the funder or program officer recommended