# Instructions
# for
# Quarterly Effort Reporting

**June 1, 2009**

# An Overview

- Effort will no longer be reported on the timesheet. There is a new reporting system.

- The new effort reporting system is part of the DOR research management software, RD2K. To gain access to RD2K, a short training session is required. Contact Nancy Ward at nward@uh.edu for information

- Effort reports will be provided by DOR on a quarterly basis to each department.

# An Overview

- Effort reporting is required on all federal, federal flow-through and awards with cost shared effort.

- Each department will designate an Effort Coordinator. This person can be the DBA or someone that the DBA designates.

- PI's and other project personnel will record their effort on the report, sign it and provide it to the DBA/Effort Coordinator.

# An Overview

- DBA/Effort Coordinator will retain the signed document as back-up for audits.

- Each department will determine who will data enter the information into RD2K.  It can be the Effort Coordinator or the project personnel (PI's, research assistants, etc.).

- The process must be completed within 30 days of the end of the quarter.

# What Happens First?

- Each quarter, the DBA will receive an email with all Effort Reports for the departmental project personnel.

- The home departments will receive the Effort Reports. This is determined by the employee's home department or offer letter, not the primary department for a particular project.

- This allows all projects for each employee to be on the same Effort Report.

UNIVERSITY OF HOUSTON
Division of Research

Quarterly Effort Reporting for Grant Activity

PI Name: Michelle Hoffman
PI Dept: TIMES
Date: 06/09/2009

Quarter: ☐ QTR - 1 ( 2009 ) SEP - NOV  ☐ QTR - 2 ( 2009 ) DEC - FEB  ☐ QTR - 3 ( 2009 ) MAR - MAY  ☒ QTR - 4 ( 2009 ) JUN - AUG

| PS Project ID | Direct Charged Budgeted | Actual | Cost Shared Budgeted | Actual | Total Actual |
|---|---|---|---|---|---|
| 1 | G098702 | 0.00% | | 0.00% | | |
| 2 | OTHER* | | | | | |

**Name**

**Department**

**Quarter**

**One line for each project**

**Notes/definitions**
**Other is defined here!**

| TOTAL | | 100% |
|---|---|---|

* Other includes all other, unlisted activities (i.e. academic, administrative, community service, research not listed in detail above)

Total ( Actual Direct Charged + Actual Cost Share) = 100% : The Sum of all direct charged and cost shared effort must equal 100%.

I certify that the above individual was employed by the university during the pay period and that percentage of effort, as indicated above are correct representations of actual effort expended. In the absence of the employee's signature, the supervisor's signature represents first hand knowledge of 100% of the employee's activities. Absence of revision to current month indicates that percentages of effort reported are correct.

**Signature lines**

_____  _____  _____  _____
Employee Signature      Date       PI Signature            Date

6

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Employee Signature _____ Date _____    PI Signature _____ Date _____

Total % of effort on project 1
Total % of effort on Other

Total % of effort direct charged to project 1

Total % of effort cost shared on project 1

Note:

Direct cost + cost share = "Total Actual" on project 1

The sum of "Total Actual" for all projects = 100%

# Now What Happens?

- After the Effort Report is completed (including signatures), the data must be entered into RD2K and the report must be turned back in to the Effort Reporting Coordinator for posterity.

- A reminder will be sent to the DBAs every thirty days until the data entry is completed for the quarter.

- Remember, the person responsible for data entering the information into RD2K varies from department to department. If you are unsure who that is, please contact your Department Business Administrator.

# Data Entering Effort



Log into RD2K
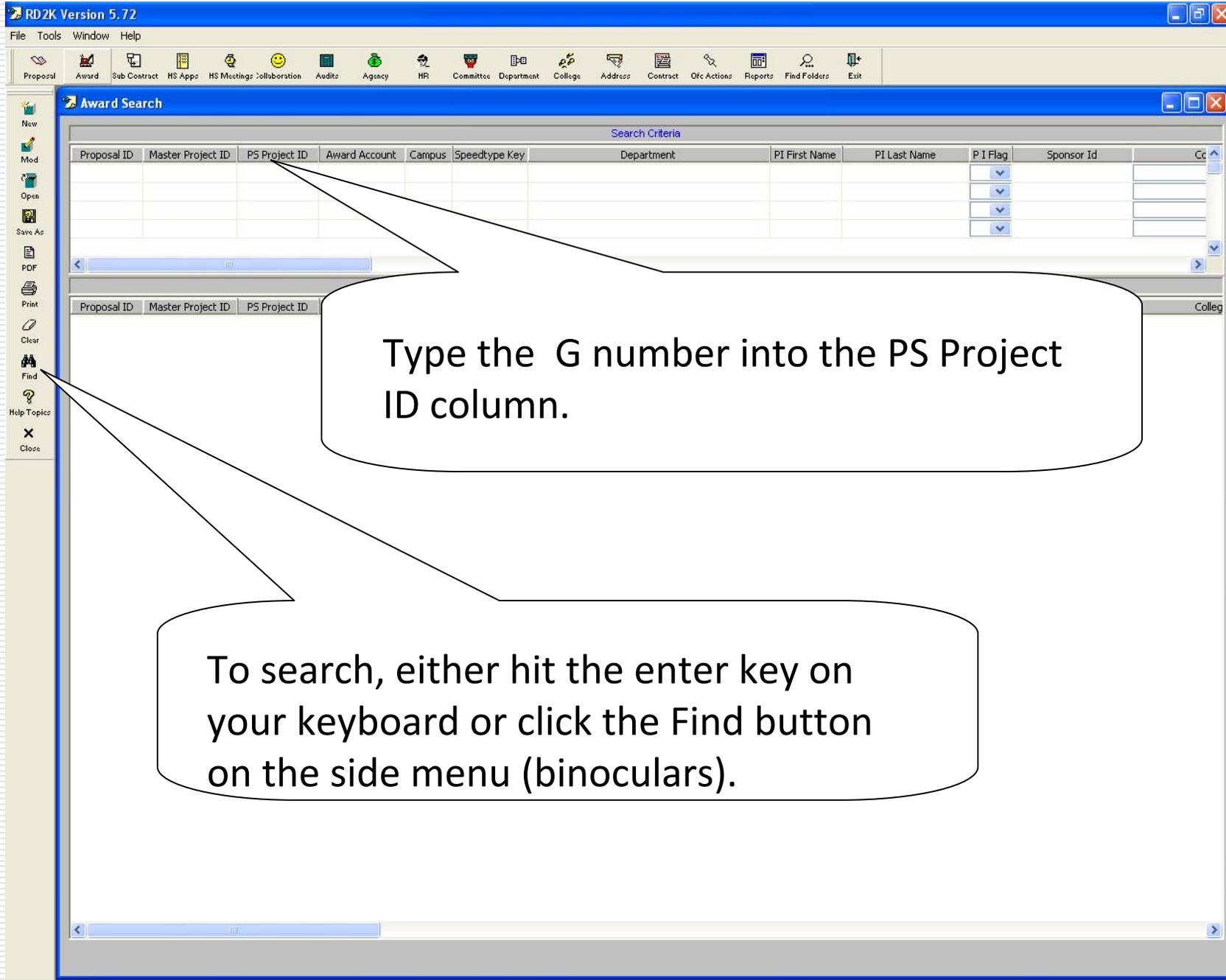
Type the G number into the PS Project ID column.

To search, either hit the enter key on your keyboard or click the Find button on the side menu (binoculars).

Click on the Time & Effort tab.

Find the correct quarter number and name.

Data enter the percentage of direct charge actual (Act DC) and cost sharing actual (Act CS) recorded on the Effort Report in the correct column. [Note: 50.00 = 50%]

Don't forget to save!

# Notes

- Unlike the Effort Report, the Time & Effort Tab will not add up to 100%.

- A zero ("0") must be entered to represent no effort expended. Leaving the field blank will cause the system to assume no entry has occurred.

- This must be done for every project listed on the Effort Report.

- Please remember that this process must be fulfilled in every case where effort is cost-shared.