

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: TJMES

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		Cost Shared		Total Actual
		Budgeted	Actual	Budgeted	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 _____

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

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%

TOTAL

100%

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Employee Signature _____ Date _____ PI Signature _____ Date _____

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.

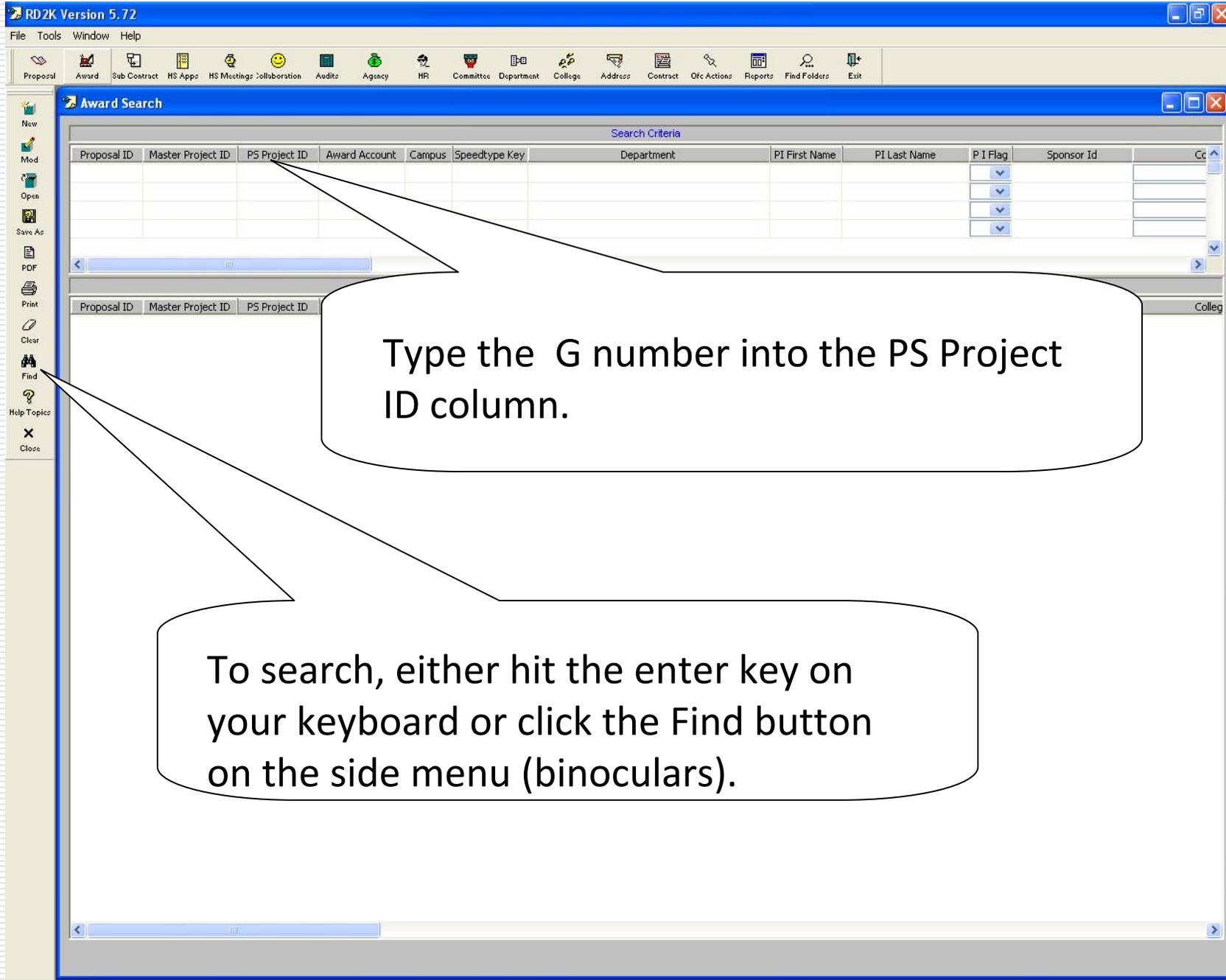
Data Entering Effort



Log into RD2K



Click on the award icon (small red crane) and the search fields will come up.



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).

RD2K Version 5.72

File Tools Window Help

Proposal Award Sub Contract HS Apps HS Meetings Collaboration Audits Agency HR Committee Department College Address Contract Ofc Actions Reports Find Folders Exit

Award Search

Proposal ID	Master Project ID	PS Project ID	Award Account	Campus	Speedtype Key	Department	PI First Name	PI Last Name	P I Flag	Sponsor Id	CC
98702									▼		
									▼		
									▼		
									▼		

Search Results

Proposal ID	Master Project ID	PS Project ID	Award Account	Campus	Speedtype Key	Department	PI First Name	PI Last Name	P I Flag	Sponsor Id	CC
98702	98702		1559999			Psychology	Jack	Fletcher	No		COLLEGE OF LI
98702	98702		1559999			TIMES	David	Francis	Yes		DIVISION OF RE
98702	98702		1559999			TIMES	Michele	Hoffman	No		DIVISION OF RE

Double-click on the search results line.

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File Tools Window Help

Proposal Award Sub Contract HS Apps HS Meetings Collaboration Audits Agency HR Committee Department College Address Contract Ofc Actions Reports Find Folders Exit

Award Search

Search Criteria

Proposal ID	Master Project ID	PS Project ID	Award Account	Campus	Speedtype Key	Department	PI First Name	PI Last Name	P I Flag	Sponsor Id	Co
98702											

Award - 1559999 (98702)

Regulatory Other Documents Comments Proposal Office Action Financials Closeout File Cabinet Time & Effort Contract
General Modifications PS Data Entry PeopleSoft Cost Sharing Addresses Contacts PI Reports Financial Reports Non Fiscal Reports Wizard

Project Information

Project Id: 98702 Project Title: INTERNAL TRAINING PROJECT
Master Project: 98702

Miscellaneous

Account: 1559999 (98702) Docs: ?
Account Type: Regular
Award Type: Special Research Agreemen
Status Code: Awarded
Designation: Non Restricted Research
Begin Date: February 1, 2009
End Date: February 28, 2009

Review

IP Review: Pending

Flags

Hold TAILS: Federal Flow Thru:
FDP: RRO:
A21 Rules:

IDC

IDC Type: None
IDC Note:

Parent Child Proj

Parent Child

Project ID

Sponsor Id	Colleg
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	DIVISION OF RESE

Save
Print
Help Topics
Close

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Click on the Time & Effort tab.

RD2K Version 5.72

File Tools Window Help

Proposal Award Sub Contract HS Apps HS Meetings Collaboration Audits Agency HR Committee Department College Address Contract Ofc Actions Reports Find Folders Exit

Award Search

Search Criteria

Proposal ID	Master Project ID	PS Project ID	Award Account	Campus	Speedtype Key	Department	PI First Name	PI Last Name	P I Flag	Sponsor Id	Colleg
9870											

Award - 1559999 (98702)

Refresh By checking the check box, System will discard all the existing Time and Effort records and reload with new ones. End All T&E on ... June 9, 2009

Quarter Begin and End Date	Person	Source of Funds	Com DC	Com CS	Act DC	Act CS	Description
<input type="checkbox"/> Qtr-2 (2009) 12/1/08 2/28/09	Francis, David	G098702					
<input checked="" type="checkbox"/> Qtr-2 (2009) 12/1/08 2/28/09	Hoffman, Michele	G098702					

Sponsor Id Colleg

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DIVISION OF RESE

Find the correct quarter number and name.

RD2K Version 5.72

File Tools Window Help

Proposal Award Sub Contract HS Apps HS Meetings Collaboration Audits Agency HR Committee Department College Address Contract Ofc Actions Reports Find Folders Exit

Award Search

Search Criteria

Proposal ID	Master Project ID	PS Project ID	Award Account	Campus	Speedtype Key	Department	PI First Name	PI Last Name	PI Flag	Sponsor Id	Cc
98702											

Award - 1559999 (98702)

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Sponsor Id: DIVISION OF RESE
Colleg: DIVISION OF RESE

Save
Print
Help Topics
Close

Don't forget to save!

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%]

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.