

Refresher Training in PI Effort Monitoring

Presented by Project Accounting

April 2010



Overview

- NSF OIG's audit on faculty effort compliance
- Changes made to policies and procedures
- Implementation of new reports
- Voluntary committed cost sharing

NSF OIG Recommendations for PI Effort Monitoring

- Effort pledges made by PIs in proposal narratives and not directly charged be considered as voluntary committed cost sharing
- Payroll Distribution System to reflect mandatory and voluntary effort commitments
- Voluntary committed cost sharing resulting from PI effort tracked, documented and reported

Caltech's New Policies and Procedures

- Commitment on effort on federally sponsored awards
 - PIs propose effort commitment on federal awards
 - Divisional Approval Form (DAF) includes verification of effort commitment
- Oracle Grants Management updated to include PI effort commitment module
 - OSR records budgeted effort (direct charged and cost shared) in OGM
- Implementation of cost sharing companion awards to track after the fact effort cost sharing

Links to policies

- http://www.researchadministration.caltech.edu/documents/167-policy_regarding_commitment_of_effort_in_federally_sponsored_awards_3-1-09.pdf
- http://researchadministration.caltech.edu/documents/38-policy_payroll_distribution.pdf
- http://researchadministration.caltech.edu/documents/37-policy_costsharing.pdf

Tools for Tracking Effort-Cognos & OGM Reports

- Inception to Date Commitment Balance Report
 - Shows committed effort (both direct charged and cost shared)
 - Shows salary charged to main and cost share awards
 - Shows effort distribution status including significant reductions
- Effort Commitment Scheduling Report
- Payroll Distribution Certification (PDC)

ITD Commitment Balance Report

- ITD Commitment Balance Reports
 - Provides key data to ensure PIs fulfill both direct and cost shared commitments
 - For reductions in effort:
 - Contact OSR for sponsor approval for reduction over 25% of committed effort
 - OGM commitment is updated to reflect (approved) revised effort
 - Formally document reduction of less than 25% of committed effort
 - Set up cost sharing companion award to account for the difference between committed and direct charged effort

Effort Commitment Scheduling Report & Modified PDC

- Effort Commitment Scheduling Report
 - A comprehensive overview of effort commitment and currently scheduled labor distribution
 - To be utilized to modify labor distribution to compliment committed effort
 - To be run periodically to monitor scheduled effort
- Payroll Distribution Certification
 - PDC (Faculty) reports modified to include effort commitment *for information purposes only*

Voluntary Committed Cost Sharing

- Cost sharing occurs when effort committed does not have corresponding salary charge to the resulting award
- Cost sharing of this nature is considered voluntary committed cost sharing (VCS)
- Caltech's policy on VCS
 - Cost sharing needs to be tracked, documented and reported
 - Cost shared salary is funded by non-federal, gift & endowment or GB funds
 - F&A is funded by PI's discretionary award

Voluntary Committed Cost Sharing

- Notification from Project Accounting
 - Set up ZOACS companion award
 - Link ZOACS to the project of the sponsored PTA
 - Use same burden schedule as the main award
 - Use “CIT Cost Share” for funding source name
 - Provide two funding sources to fund:
 - Salaries and associated benefits charged to ZOACS (from non-federal account)
 - Overhead charged to ZOACS (from PI’s discretionary account)
 - Prepare LDAs or allocate labor in ZOACS award



Questions

