Welcome Back!

I hope everyone had a wonderful and restful summer! The Academic Grants Office was busy working with several departments in pursuit of funding and the development of new grant-related policies/procedures. As you get your bearings and into the swing of campus life again, I offer a few reminders....

- If you haven’t done so already, I encourage you to complete your COS profile at www.COS.com. COS is a terrific way to see what funding is available for your areas of interest and is available to you both on campus and at home.
- Department orientations are available as your needs and time permits. Please give me a call and I’d be happy to give a brief overview or detailed discussion to fit your faculty needs.
- Welcome to King’s new faculty members! While the first semester is somewhat crazy, I’d be happy to help with your efforts as the dust settles and you hit your stride.

Time Effort Reporting Now Required on Grants

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally-sponsored project. All faculty who serve as project directors or principal investigators on sponsored agreements are personally responsible to certify the amount of effort that they and their team members spent on sponsored activities.

Federal requirements regarding effort reporting

The Office of Management and Budget's (OMB) Circular A-21 "Cost Principles for Educational Institutions" defines what costs are allowable and allocable to federal grants. In addition, Circular A-21 requires that institutions develop a mechanism to determine or confirm how individuals actually expend effort during a specified time period. These effort reports must be performed on a regular schedule and must be certified by individuals who have first-hand knowledge of 100 percent of the employee's compensated activities. In most cases, that would be the employee or the employee's direct supervisor.

What is effort and effort reporting?

Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged or contributed (cost-shared effort). Individual effort is expressed as a percentage of the total amount of time spent on work-related activities -- instruction, research, administration -- for which the College compensates an individual. Effort reporting is the mandated method of certifying to the granting agencies that the effort charged or cost shared to each award has actually been completed.

What is a percent of effort?

Percent of effort represents the proportion of time an individual spends on each College activity and is expressed as a percent of the individual’s total College activity. Total College activity = 100% effort. Total College effort is 100% of time regardless of the number of hours worked (for example, a typical work week may be 20 hours for one individual and 60 hours for another). Total effort may not exceed 100% and should include only those activities for which an individual receives College compensation.

What is contributed or cost-shared effort?

Cost sharing represents that portion of the total project costs of a sponsored agreement that are not borne by the sponsor or sponsors of the project. These costs are borne by the College or other non-federal third parties, rather than by the sponsor. Cost sharing can be required by the sponsor or volunteered by a principal investigator; regardless, any commitment of effort referenced in the project proposal or the award document must be honored, reported, and captured in an effort reporting system. (Continued on page 2)
What is the difference between effort reporting and payroll distribution?

Payroll distributions and effort reports are not the same thing. Payroll distributions are the distribution of an individual's salary, while effort reports describe the allocation of an individual's actual time and effort spent for specific projects, whether or not reimbursed by the sponsor. Cost-shared or contributed effort must be included in effort reports.

Time Effort Reports ARE NOT used to determine payroll for any given period. These reports are only used to document effort performed on a grant project and for grant accounting purposes.

Who must report effort?

Faculty and staff will complete an effort certification if they perform work on sponsored projects that are funded by federal, state and local government entities, federal pass-through organizations, and private foundations, regardless of whether the effort is paid or unpaid.

What are the risks of not complying with A-21's effort reporting requirement?

There are consequences for falsifying or not documenting effort. Federal audit disallowances can and have resulted in serious financial penalties for institutions. In addition, criminal charges may be brought against an individual certifying to falsified effort. Current audit plans for federal auditors include effort reporting as a specific audit focus.

In Search of Grant Funding...

Tish Last, Director of Corporate, Foundation and Government Grants, and Karen Baker, Director of Academic Grants, recently provided an informative but light-hearted Indiana Jones themed presentation on the grant process for the New Faculty Orientation program. The program was a lot of fun and the team would be happy to do an encore performance for your department meetings. Please give Karen Baker a call to schedule at Ext. 5798.

Academic Grant Funding News

Frances Feudale, D.O. and the Physician Assistant Studies Program has submitting three applications to the Health Resources and Services Administration (HRSA) supporting the Program. The Equipment to Enhance Training for Health Professionals Program proposal requests funding for the purchase of new simulation models for clinical instruction in women’s health. Funding request - $43,408.

The second application, “King’s College PA Program: Growing to Meet the Community Needs,” will help address the growing national shortage of primary care providers in medically underserved areas. A major component of this proposal is an additional curriculum focus on care in medically underserved areas. Funding request - $439,816.

The third project funded under the ACA Expansion of Physician Assistant Training Program, will increase student enrollment in the PA Program by a minimum of five students over 2010/2011 enrollment rates to expand practice in Primary Care. Funds will be used to provide scholarship assistance not otherwise available to eligible students. Funding request - $1,069,200.

Jonathan Malesic, Ph.D. has submitted an application to the National Endowment for the Humanities Enduring Questions Program. His proposal, “Why Work?” The funding will support development of a new core curriculum course available to all students and will examine the spiritual, economic, and social aspects of work through selected readings, films and artwork. Funding request - $24,920.

Bernard Healey, Ph.D. has submitted an application to the U.S. Department of Health and Human Services entitled, “Community Collaboration to Improve Bone Health and Reduce Fall Injuries in Women in Luzerne County, Pennsylvania.” The planning grant will establish a targeted and active advisory committee of public health, academia, health facilities and other interested parties to develop a comprehensive plan for improving bone health and reducing fall injuries in women throughout Luzerne County. Funding request - $100,000.

Greg Bassham, Ph.D., Brian Mangan, Ph.D., Jonathan Malesic, Ph.D. and Regan Reitsma, Ph.D. have filed an inquiry with the John Templeton Foundation to support course and faculty development initiatives, faculty colloquia and a community speakers’ series on Science and Religion in Dialogue. Funding request—$200,000.

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