

3. POLICY

The University receives federal funding and is, therefore, subject to the requirements established by the OMB contained within Uniform Guidance (

- 4.7. If there is a change in contracted Effort on a given Sponsored Program, Uniform Guidance, (2 CFR 200.308) requires the Principal Investigator to obtain the sponsoring entity's approval in writing. Approval by the sponsoring entity must also occur if the Principal Investigator or key personnel specifically named in the notice of grant award will:
 - 4.7.1. Withdraw from the project entirely.
 - 4.7.2. Be absent from the project during any continuous period of 3 months or more; or
 - 4.7.3. Reduce time devoted to the project, by 25 percent (25%) or more, from the level approved at the time of award.
- 4.8. Each employee is responsible for timely submission of payroll documents that reflect his/her/their actual Effort across Sponsored Programs as accurately as possible, reviewing the Effort distribution report, and certifying the accuracy of the timesheet.
- 4.9. A Principal Investigator is responsible for overseeing the Effort expended on behalf of the program or projects that they are charged with overseeing, with reviewing timesheets, and with certifying accuracy of the timesheet.
- 4.10. Department administrators are responsible for assisting Principal Investigators and their staff in ensuring that actual Effort distributed across Sponsored Programs is reported as accurately as possible, and that the Principal Investigator and their staff are certifying Effort in a timely manner.
- 4.11. Specifically named in the