



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 19, 2006

**OFFICE OF BUSINESS AFFAIRS MEMORANDUM 06-27**  
**Distributed via Campus E-Mail**

To: All Employees

From: Mary Lee Hodge *MKH*  
Vice President for Business Affairs

Subject: Time and Effort Certifications for Employees Working on Sponsored Agreements

In an effort to ensure that our University is in compliance with the Time and Effort Reporting Requirements of the Federal Office of Management and Budget (OMB) A-21, and TAMUS System Policy 15.01.01, a new Effort Report has been developed for Prairie View A&M University. Effort reporting is required by the Federal Government for the purpose of certifying that the percent of personnel effort charged to a sponsored agreement is accurate. If you are ever paid from a sponsored grant or contract, this change will apply to you.

Time and effort certifications will be sent to you four times a year, January, June, August, and September, beginning September 2006, to report your project time and effort for the previous period.

A certification statement will be generated for every Prairie View A&M University employee paid from a sponsored agreement during each reporting period. Each statement must reflect the distribution of effort for each employee working on a sponsored agreement as stated in Federal OMB Circular A-21.

Please see the Office of Management and Budget (OMB) A-21 Regulations at the following web address:

Circular A-21, Section J8 entitled "Compensation for Personal Services" and J8 (c)(2) entitled "After-the-fact Activity Records" <http://www.whitehouse.gov/omb/circulars/a021/a021.html>

Please see System Regulations at the following web address:

15.01.01, Section 7 entitled "Allowability and Documentation of Costs on Federally Sponsored Agreements", Paragraph 7.6 <http://tamus.edu/offices/policy/15-01-01.pdf>

Certification statements will be mailed to the department heads of each unit for distribution to all employees within their department. Each certification must be signed by the employee and, only if the employee is not on campus, by the project's Principal Investigator. Please review, obtain the necessary signatures, and return your certifications to your department head within 5 working days of receipt. Employees who fail to complete the Time and Effort certifications may be subject to disciplinary action.

Questions about this procedure should be directed to me at X2952 or Ann Craddock at X4921.

xc: Dr. George C. Wright, President  
Dr. Willie Trotty, Vice President for Research and Development