



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 19, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM 06-28

Distributed via Campus E-Mail

To: All Department Heads
From: Mary Lee Hodge, Vice President for Business Affairs
Subject: Appointments and Responsibilities of Time and Effort Coordinators

Effective immediately, each Prairie View A&M University Department must designate an individual employee as its Department Time and Effort Coordinator to assist with the collection of Time and Effort Certifications for all employees working on a sponsored agreement. These certifications are required by TAMU System Policy 15.01.01, Section 7, paragraph 7.6, and by Federal Circular OMB A-21, Section J8, for employees working on externally funded contracts and grants. This individual will work in consultation with the Office of Sponsored Programs.

Please ensure that:

- A Department Time and Effort Coordinator is appointed to distribute and collect the Time and Effort Certification forms for the employees working on a grant or contract who are within your oversight.
- The duties and responsibilities of the Department Time and Effort Coordinator are brought to the attention of all employees in your department to ensure their understanding and proper coordination of time and effort matters related to sponsored agreements. (see descriptions below).

The Department Time and Effort Coordinator fulfills an important responsibility in the University's efforts to bring our University in compliance with federal regulations. The role of the Department Time and Effort Coordinator is to facilitate the University's objectives to document time and effort reporting under these guidelines:

- OSP will prepare and send Time and Effort Certifications (ERC) to the Department Time and Effort Coordinator four times a year in January, June, August, and September. Each packet will include ERC forms and a unit checklist to be used by the Coordinator to verify that all certifications have been returned to the Department. The unit checklist notes the time period surveyed and lists the name of employees for whom ERC forms have been prepared
- The Coordinator is responsible for distributing ERC forms to departmental employees within their department when received from OSP.
- The Coordinator must maintain the confidentiality of the ERC forms by limiting distribution to the employee being surveyed and to the Principal Investigator of the sponsored agreement.
- The Coordinator is responsible for tracking, collecting, and reviewing the signed ERC forms to ensure that departmentally determined approvals have been obtained.
- When the Unit Checklist is completed, the Coordinator must return the checklist and the signed ERC forms to OSP. This process must be completed by the 30th day of the month in which they are received.

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