

<b>Policy#: 400.725</b>	<b>Time and Effort Certification</b>	
<b>Executive Owner:</b> Vice President Research Operations	<b>Effective Date:</b> 3/20/2013	
	<b>Review Date:</b> 1/4/2016	

<b>Scope</b>	All personnel expending effort on programs funded by federal or state grants and privately funded grants that require time and effort reporting.
<b>Purpose</b>	This policy defines how Compliance with Federal and State regulations as well as terms and conditions of grant awards that require time and effort certification. Compliance is measured through and annual audit by an external CPA firm in AdventHealth Orlando's Financial Statements (A-133 Audit).
<b>Policy</b>	All personnel who have expended effort on a grant will certify their effort by completing AdventHealth Orlando's Time and Effort Reports.
<b>Definition(s)</b>	<b>Effort reporting:</b> The method of documenting how an individual spent his/her time.
<b>Reference(s)</b>	National Institutes of Health (2012). Grants Policy Statement. Retrieved from <a href="http://www.grants.nih.gov/grants/policy/nihgps_2012/index.htm">http://www.grants.nih.gov/grants/policy/nihgps_2012/index.htm</a> . Title 45, Public Welfare: Grant Regulation 45 CFR §Part 74 Appendix E (2013). Retrieved from <a href="http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;SID=04fc9030769bda7fc87e1d02ce0ab8cd&amp;rgn=div5&amp;view=text&amp;node=45:1.0.1.1.35&amp;idno=45">http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;SID=04fc9030769bda7fc87e1d02ce0ab8cd&amp;rgn=div5&amp;view=text&amp;node=45:1.0.1.1.35&amp;idno=45</a> .
<b>Related Document(s)</b>	<i>Refer to Office of Research Administration site:</i> <a href="#">Time and effort Report for Degreed/Licensed Staff</a> <a href="#">Daily Time and Effort Report for Other Staff</a>
<b>Keywords</b>	Time, effort, reporting, grant.