



Monthly Time and Effort Certification **Amendment**

PART 1: To be completed by employee.

INSTRUCTIONS: Please complete all green shaded areas and attach supporting documentation.

Reporting Period to be Amended: /
Month Year

Department:

Employee ID: #N/A Employee Name:

OTHER TYPES OF EFFORT			Original Effort	Amended Effort
Patient Care				
Instruction & Training				
Other Hospital Activities				
ORGANIZED RESEARCH			Original Effort	Amended Effort
Project	IRBNET #	Short Title	Original Effort	Amended Effort
1				
2				
3				
4				
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8				
9				
10				
11				
12				
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44				
45				
46				
47				
48				
49				
50				
TOTAL			0.00%	0.00%

Sample

Date of Amendment: Date of Original Certification:

By signing this Time & Effort report, I certify that the percent of effort stated above reasonably reflects the effort expended in the reporting period. Additionally, I certify that I have first-hand knowledge or a suitable means to verify the effort reported on this Time & Effort Report.

Employee Signature: _____ Date Signed: _____

PART 2: To be completed by department (supervisor, manager, etc.).

Reason for amendment:

What was done to correct/verify amended effort?

Reviewed by: _____ Date Reviewed: _____
 Title: _____ Phone: _____

PART 3: To be completed by institution.

Signature: _____ Date Approved: _____
 Title: _____

Email a scanned copy of this completed T&E certification, tracking report, and supporting documentation to: CFD-S.Research.Finance@AdventHealth.com and ORL.OSP@AdventHealth.com.

Instructions for completing AdventHealth
Monthly Time & Effort *Amendments*

Complete the Amended Report in the same manner as the initial T&E Report. Page 2 can be used to correct hours and Page 1 will automatically populate.

Amendment FAQ

When should you use the amendment form?

Use the amended form when you have already submitted your T&E for the month, but have discovered an error that needs to be corrected.

How long do you have to complete an amended form?

Corrections to certified effort must be submitted within 30 days of when the error was discovered.

Why is the amendment form important?

It is critical that employees are certifying appropriate time and efforts on Federal Awards. An amendment allows Research Services and Departments to provide documentation of the changes made as a result of mistake or error therefore the most accurate Time and Effort report is used in order for salaries and benefits to be charged appropriately.

What is considered "sufficient" reason for amendment?

An explanation merely stating that the amendment was made "to correct error" is not sufficient. The amendment form must be supported by documentation that fully explains how the error occurred and a certification of the correctness of the new certification by the individual's supervisor, or designated manager supporting the department, and Research Services.

Who completes the amendment form? Who should the amendment be submitted to?

Part 1 can be completed by the employee. Part 2 must be completed by a supervisor or designated manager supporting the department. Part 3 is done by Research Services. Employee completes Part 1 and submits to supervisor/department manager. Supervisor &/or Department Manager reviews and submits to institution. Institution approves and sends to appropriate Research Services administration.

Should an amendment be submitted electronically or using a hard copy?

An electronic copy should be completed and saved including signature and date (utilizing software such as DocuSign) and submitted to the appropriate supervisor and/or Department manager for review.

Where should the electronic version of your amendment be saved?

The electronic amendment should be saved in the same folder as the original T&E report for the month which you are amending. Save with the nomenclature: "Amendment - [Name] - [Month] - [Year] - [Department] - [Funding] - [Award] - [T&E]"

Who should you notify when you need to amend your T&E?

As soon as you identify an error, mistake, or change that needs to be made you should notify:

- 1) Employee's immediate supervisor
- 2) Research Services
- 3) Research Finance

Sample

Sample