



Policy Number: 543

Policy: Time and Effort

Effective Date: 4/2013

Revision Date: 2/2022

Approved by: Assistant Vice Chancellor of Finance

POLICY STATEMENT:

As a recipient of federal funding, Montana State University Billings (MSUB) is required to comply with the Office of Management and Budget Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) as well as other federal requirements for certifying effort expended on sponsored awards.

The Uniform Guidance Subpart E §200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects. The University’s practice is to utilize an after-the-fact effort reporting system to certify that salaries charged, or cost shared to sponsored awards, are reasonable and consistent with the work performed.

MSUB requires all faculty and staff who receive federal sponsored funding to charge their time to sponsored awards commensurate with the committed effort expended on all activities they perform.