



**Office of Grants and Contracts**  
**July 29, 2014**

**To:** MSM Community, Grant Administrators, Department Administrators  
**From:** Sherry Ballenger, Director, Office of Grants and Contracts  
**Subject:** Time and Effort Certification: FY 2014, Period 2

Effort reporting is the method of certifying to federal granting agencies that the effort required as a condition of a sponsored award has actually been completed. Effort reporting requires certification of effort spent by all employees whose salaries are charged directly to federal and federal flow-through funds, as well as for reporting committed cost sharing.

An effort report will be generated for any employee whose salary or any portion of salary is charged to a federally sponsored award, including federal flow-through awards, and for any employees with a cost sharing commitment associated with a federal or federal flow-through fund. Effort reports constitute one of the primary auditable documents to support salary costs on a sponsored project.

As a recipient of federal funds, Time and Effort Certification is a requirement of Morehouse School of Medicine employees. Beginning with FY 2014, MSM has moved to a semi-annual Time and Effort reporting cycle. Period 1 of FY 14 (Jul-Dec 2013) is nearing completion. There remain 22 reports still to be certified. Communications regarding these outstanding reports have been sent to department administrators, employees and chairs.

Period 2 of FY 2014 will open for certification Friday, August 1, and must be completed by close of business Friday, August 15, 2014. Time and Effort reports will cover pay periods 1 – 13 for exempt *and* non-exempt employees.

	<b>Certification Code</b>	<b>Report Start Date</b>	<b>Report End Date</b>
Exempt Employees	B1EC1402	December 29, 2013	June 28, 2014
Non-Exempt Employees	B2EC1402	December 23, 2013	July 5, 2014

Time and Effort Certification training documents are available for viewing on demand on Cornerstone at <https://msm.csod.com>. Two training documents are available:

- Time and Effort Reporting Training
- Effort Certification Manual

100% participation in the Time and Effort Certification process is required. The expectation is that these tasks will be completed by the deadline COB Friday, August 15, 2014. Instructions for reviewing and certifying Time and Effort reports are attached. If you need clarification or assistance, contact Sherry Ballenger in the Office of Grants and Contracts at x1546, or Mr. Pious Mwangbe in IT at x1820.

Thank you,  
Sherry A. Ballenger, Director, Office of Grants and Contracts

cc: Dr. Valerie Montgomery Rice, Dr. John Case, Dr. Sandra Harris-Hooker, Ms. Taya Scott  
Attachment