

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 3.6.5**

**Inception: March 9, 2022**

**SUBJECT: COMPENSATION TIME AND EFFORT FOR FEDERAL GRANTS**

As required by the Uniform Guidance (2 CFR 200) Wayland Baptist University must document the percentage of effort spent on externally sponsored activity. In order to satisfy this requirement, each Principal Investigator (PI), faculty member, professional employee and student paid out of federal and state grant funds are to complete a Time and Effort Reporting Form.

Time and Effort Reporting Forms should:

professional staff, and students who have worked on federal and state-funded grants. Employees who are non-exempt (hourly) should also indicate the hours allocated to the federal award.

be completed and signed by each PI and professional staff member working on a federal grant or