

Madison College



Policy #3207

Time and Effort Certification

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Responsible office(s)	Academic Affairs
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POLICY PURPOSE

The purpose of this policy is to establish a uniform time and effort reporting system that is compliant with federal regulations for all grant-funded projects.

SCOPE

This policy applies to all grant-funded projects and employees involved in grant-funded projects.

DEFINITIONS

POLICY STATEMENT

1. Madison College shall maintain an after-the-fact time and effort certification system.
2. Madison College shall obtain time and effort certifications from grant-funded employees in compliance with II CFR 200 §430(i).
3. The Office of Grants and Special Projects shall be responsible for administering the time and effort certification process.
4. Each grant-funded employee will be responsible for certifying their time and effort after the fact.
5. Principal Investigators (PI) or the PI's supervisor shall be responsible for verifying the accuracy of grant-funded employees' time and effort certifications.

LINKS TO STATE/FEDERAL REGULATIONS

- II CFR 200 §430(i)

SUPPORTING DOCUMENTS

- See *Office of Grants and Special Projects* for SOP details

RELATED POLICIES

REVISIONS

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