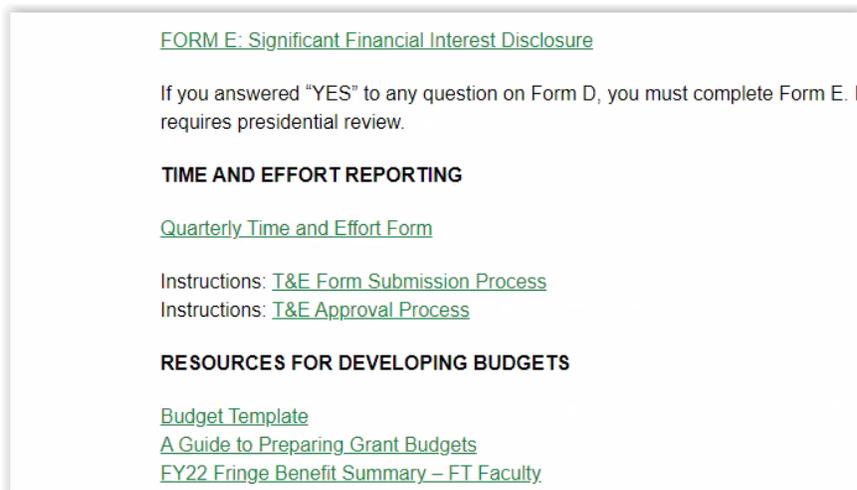


Grants Quarterly Time/Effort Forms Submission Process

This documentation is for full-time employees who have salaries charged to grants. These employees must provide records that accurately reflect the work performed by completing the Grant Quarterly Time/Effort Form. The form can be found on the VSCS Office of Sponsored Projects website under the Forms & Resources section, located under “Time and Effort Reporting.” [Forms & Resources – VSCS Office of Sponsored Projects](#)



There are 5 main pages to this form:

Employee Details

Quarterly Grant Effort (to attest to time charged to a grant this quarter)

Quarterly Institutional Effort (to attest to non-grant time this quarter, if applicable)

Quarterly Matching Effort (to attest to time used as a grant match this quarter, if applicable)

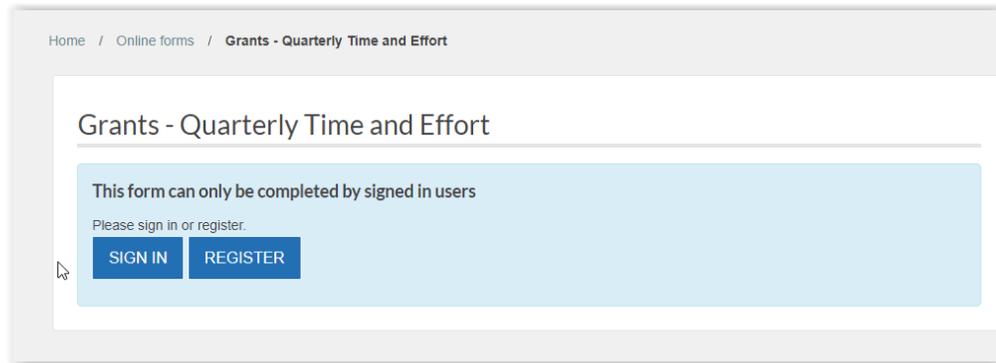
Time and Effort Review

The form does have built in error checking to verify if you are entering valid Activity Codes as well as if fields have been filled out that are required. Each page will show an error if you do not fill out required information or if you provide an invalid entry.

The Time and Effort Review page will calculate percentage of time/effort to a value of 100% - if the data entered to the form does not account for 100% of all effort, the Time/Effort Review page will show whether you are over percentage, under percentage, or have no missing percentage. It will also show the percentage as over, under, or 0 if the total is 100%.

Filling out the Grants Quarterly Time/Effort Form

Following the link to the form as described above should bring you to this page:



Home / Online forms / Grants - Quarterly Time and Effort

Grants - Quarterly Time and Effort

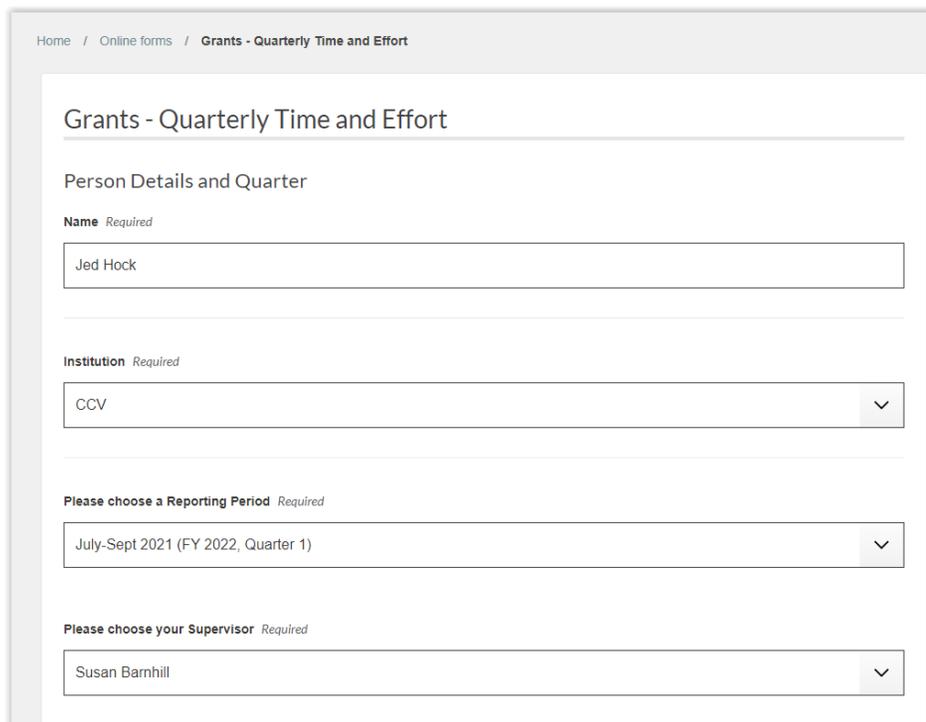
This form can only be completed by signed in users

Please sign in or register.

[SIGN IN](#) [REGISTER](#)

From here please click “Sign In” which will bring you to our organization’s sign in page and then sign in using the same credentials you use to access the portal and most other VSC resources.

Form Page 1 – Employee Details



Home / Online forms / Grants - Quarterly Time and Effort

Grants - Quarterly Time and Effort

Person Details and Quarter

Name *Required*

Institution *Required*

Please choose a Reporting Period *Required*

Please choose your Supervisor *Required*

The system should auto populate your full name. Please choose from the drop-down menu what Institution you are working for under the grant. The form only allows reporting for one period at a time. The list of supervisors will change based upon what Institution you have chosen. Once you have picked your Institution you should see your supervisor in the supervisor drop down list. Please select your supervisor and click “Next.”

Form Page 2 – Quarterly Grant Effort

Home / Online forms / Grants - Quarterly Time and Effort

Grants - Quarterly Time and Effort

Quarterly Grant Effort

Please provide your time and effort for each pay period spent working for a grant or grants.

Pay Period End Dates are as follows for this quarter:

07/09/21, 07/23/21, 08/06/21, 08/20/21, 09/03/21, 09/17/21, NO 7TH PAYDATE

PLEASE NOTE – Due to our two-week payment cycle, some quarters will have six paydates and some will have seven. It is important to fill the form out properly to avoid getting errors. If there is not a seventh paydate for that quarter, you will see the list of pay period end dates with the last paydate saying “NO 7TH PAYDATE.” If that quarter has seven paydates, there will be a date there instead.

Grant 1 is for the first grant you work under. The “Entity Code” will be set for you based upon what Institution you chose on the first page. Please provide an “Activity Code” for the Grant. Please provide what percentage of time you spent working under that grant in the “Grant Effort” table.

Grant 1

Entity Code *Required*

This prefill is set for you based upon what Institution you picked on the previous page. This can be changed to whatever is the appropriate Entity Code for your Grant.

Activity Code *Required*

Grant Effort *Required*

	PERCENTAGE
Pay Period 1	<input type="text"/>
Pay Period 2	<input type="text"/>
Pay Period 3	<input type="text"/>
Pay Period 4	<input type="text"/>

Note – If there’s no 7th Paydate as stated above then DO NOT enter a percentage for Pay Period 7.

Once you have completed the table for Grant 1 you will be asked “Do you have another Grant to bill to?” If the answer is yes, please choose “Yes” and click “NEXT.” The page will expand and you will see an area to input information for Grant 2. You can do this for up to four grants and the page will continue to drop down to add more tables for each grant. If you reach the maximum of four grants you will then have to click “NEXT” to proceed to the next page of the form.

If you answer “Do you have another Grant to bill to?” with “No” and click “NEXT,” you will proceed to the next page of the form, “Page 3 – Quarterly Institutional Effort”.

Form Page 3 – Quarterly Institutional Effort

Grants - Quarterly Time and Effort

Quarterly Institutional Effort

Please provide your time and effort for each pay period spent working where your duties were not charged to a grant.

Pay Period End Dates are as follows for this quarter:

07/09/21, 07/23/21, 08/06/21, 08/20/21, 09/03/21, 09/17/21, NO 7TH PAYDATE

Did you spend time on duties that were not charged to a grant? *Required*

No

If you have no Institutional Effort then please select “No” for “Did you spend time on duties that were not charged to a grant?” and click “NEXT.” Please skip to the section titled “Page 4 – Quarterly Matching Effort.”

If you do have time that should not be billed to a grant please select “Yes” for “Did you spend time on duties that were not charged to a grant?” The page will expand to allow you to fill out your Institutional Effort percentages much like the previous page for Grants.

Institutional Effort 1

Entity Code *Required*

011

This prefill is set for you based upon what Institution you picked on the previous page. This can be changed to whatever is the appropriate Entity Code for your Institution.

Activity Code *Required*

Institutional Effort *Required*

	PERCENTAGE
Pay Period 1	
Pay Period 2	

Note – If there’s no 7th Paydate as stated above then DO NOT enter a percentage for Pay Period 7.

Once you have completed the table for your first Institutional Effort you will be asked “Do you have another Institutional Code to bill to?”

If you answer “No” click “NEXT” to proceed to “Page 4 – Quarterly Matching Effort.”

If you answer “Yes” the page will expand to allow you to add a second Institutional Code to bill to and another table to fill out. Once you have completed that table you can click “NEXT” to proceed to “Page 4 – Quarterly Matching Effort.”

Form Page 4 – Quarterly Matching Effort

Grants - Quarterly Time and Effort

Quarterly Matching Effort

Please provide your time and effort for each pay period spent working where your duties were not charged to a grant.

Pay Period End Dates are as follows for this quarter:

07/09/21, 07/23/21, 08/06/21, 08/20/21, 09/03/21, 09/17/21, NO 7TH PAYDATE

Is any of your effort this quarter used as a match for a grant? *Required*

No

If you have no Matching Effort then please select “No” for “Is any of your effort this quarter used as a match for a grant?” and click “NEXT.” Proceed to the section titled “Page 5 – Time/Effort Review”

If you do have any Matching Effort that should be used as a match for a grant please select “Yes” for “Is any of your effort this quarter used as a match for a grant?” The page will expand to allow you to fill out your Matching Effort percentages much like the previous page for Grants or Institutional Effort.

Matching Effort 1

Entity Code *Required*

011

This prefill is set for you based upon what Institution you picked on the previous page. This can be changed to whatever is the appropriate Entity Code for your Institution.

Activity Code *Required*

Matching Effort *Required*

	PERCENTAGE
Pay Period 1	
Pay Period 2	

Note – If there’s no 7th Paydate as stated above then DO NOT enter a percentage for Pay Period 7.

Once you have completed the table for your first Matching Effort you will be asked “Do you have other effort used as a match for a grant?”

If you answer “No” click “NEXT” to proceed to “Page 5 – Time/Effort Review.”

If you answer “Yes” the page will expand to allow you to add a second Matching Effort account to bill to and another table to fill out. Once you have completed that table you can click “NEXT” to proceed to “Page 5 – Time/Effort Review”.

Form Page 5 – Time/Effort Review

This will be the last page of the form provided you have filled everything out properly. This page is specifically for you to check for any mistakes you might have made:

Grant Effort(s)

Grant Effort							
ENTITY-ACTIVITY CODE	07/09/21	07/23/21	08/06/21	08/20/21	09/03/21	09/17/21	NO 7TH PAYDATE
012-12345	20	20	20	20	20	20	
-							
-							
-							

Institutional Effort(s)

Institutional Effort							
ENTITY-ACTIVITY CODE	07/09/21	07/23/21	08/06/21	08/20/21	09/03/21	09/17/21	NO 7TH PAYDATE
011-67890	20	20	20	20	20	20	
-							

Matching Effort(s)

Matching Effort							
ENTITY-ACTIVITY CODE	07/09/21	07/23/21	08/06/21	08/20/21	09/03/21	09/17/21	NO 7TH PAYDATE
011-23456	20	20	20	20	100	60	
-							

Then below the charts you will see a summary for each pay period with calculations done to show if you have attested for 100% of your effort. In the example below you can see in Pay Period 4 I was “Under Effort” by 40%, Pay Period 5 I was “Over Effort” by 40%, and in Pay Period 6 I was perfect at 100% with “No Missing Effort”.

Pay Period 4 - Over/Under 100 Percent Effort = **Under Effort = 40**

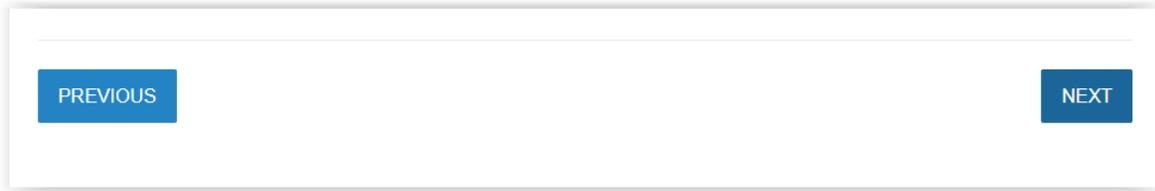
Pay Period 5 - Over/Under 100 Percent Effort = **Over Effort = -40**

Pay Period 6 - Over/Under 100 Percent Effort = **No Missing Effort = 0**

Pay Period 7 - Over/Under 100 Percent Effort = **No 7th Pay Date = No 7th Pay Date**

You can also see here as a reminder that there’s “No 7th Pay Date” this quarter and you should have no values in Pay Period 7 which you can easily review on the chart.

From here, if you do have any mistakes such as those mentioned above you should use the “PREVIOUS” and “NEXT” buttons to move between the pages to resolve your mistakes.



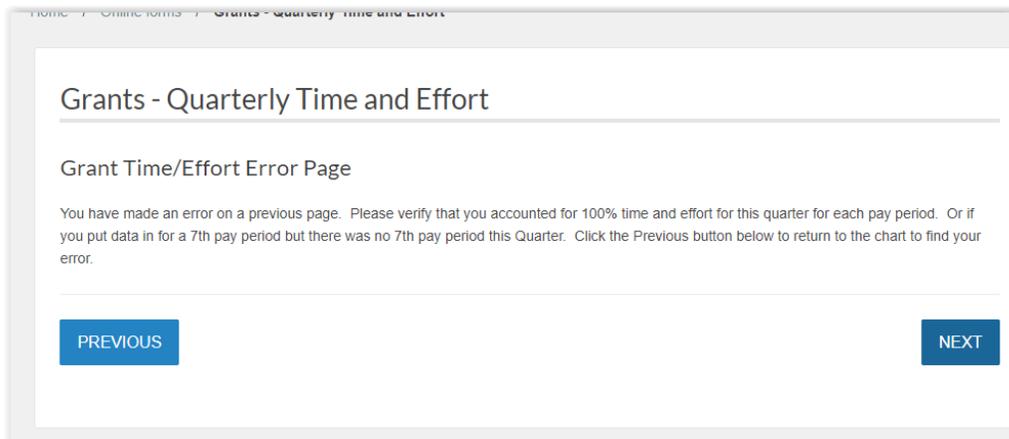
Using the page titles, it should be easy to navigate back to which ever page requires a fix. Once the issues are resolved you can use the “NEXT” button to proceed back to the “Time and Effort Review” page. It will recalculate the totals from Time and Effort each time you move between pages.

Once you have your Time/Effort reviewed, the last question on this page is a “Verification of Effort” and it asks you to choose between this being a Normal Percentage – “The percentages that I entered on this form align with my allocation in the accounting records.” Or a Different Percentage – “I had a significantly different percentage of effort than what was allocated. The percentages entered on this form are more accurate representations of my effort. (Note: Small fluctuations in effort during each pay period are normal and don’t need to be corrected.)”

After making your selection click “NEXT” to move to the last page – a summary of your responses to the form.

ERROR PAGE (CONDITIONAL)

If, after clicking “NEXT” on the “Time and Effort Review” page, you are brought to the “Grant Time/Effort Error Page” it means you have made a mistake somewhere:



Please click “PREVIOUS” and return to the “Time and Effort Review” page to verify where you have made mistakes. Some things to check: When this is a quarter without a seventh paydate, see if there is effort listed in Pay Period 7 in any table. Or verify that all of your totals are adding up to 100% by checking to see if there is any over or under percentages flagged.

REVIEW SUPPLIED DETAILS

This is a standard page on all forms. You can ignore this page as the Time and Effort Review Page is really taking its place.

Please scroll to the bottom and click “SUBMIT FORM”. This will then send your form in to Perceptive Content to be approved by your supervisor/grant approver. You will receive a copy of your submitted form in your inbox with all of the details from the “Review Supplied Details” page as well as an attachment of a copy of the form that was submitted to Perceptive Content.

At this time your Quarterly Grant Time and Effort submission is complete.