

Sponsored Projects Accounting Responsibilities

Sponsored Project Billing:

Sponsored Projects Accounting is responsible for managing grant and contract billing activities as well as performing appropriate follow-up when payments are past due.

Cost Sharing:

Cost sharing is that portion (cost) of a sponsored project that is not supported by the sponsor. Cost sharing consists of three types: mandatory, obligatory, and voluntary. Cost sharing for each project will be budgeted and expensed in a fund 12, 22 or 32 that accounting will create during the initial set up of the sponsored project. The Department is responsible for the proper documentation and monitoring of campus cost sharing.

Time and Effort Reporting:

The Federal government requires universities which receive grant and contract awards to document and support the salaries and wages paid to individual employees working on these projects. Effective November 1, 2006, the electronic Personnel Effort Report (ePER or time and effort report) was implemented at the University. This is a web based method to certify the level of effort that has been devoted by an individual to a sponsored project(s) during a particular period of time. This mechanism replaced the previous paper based certification system effective with the June through August 2006 summer semester. The University has implemented this new web based ePER on a system-wide basis for time and effort reporting. Each semester (fall, spring and summer) ePERs must be completed. The Office of Grants and Contracts is responsible for oversight of the system and follow up regarding outstanding ePERs. All ePERs must be completed and certified within 90 working days from ePER creation. All ePERs are available in the portal on the 15th of the month after the end of the semester. For further information about ePER certification, please click on the following link:

https://www.cu.edu/controller/documents/Certifying_Effort_in_ePER.pdf.

This site includes information about the Electronic Personnel Effort Reporting Blackboard course. **Anyone who is funded by sponsored projects is required to take this course.**

Additional information on *Instructions for Completion of ePERs for Terminated Employees and Instructions for Generating a Report to Provide a Listing of Individuals with Outstanding ePERs* is included on the UCCS Controller's Office website under Sponsored Projects Accounting Office.

Cash Receipts and Deposits:

The UCCS Controller's Office is responsible for the receipt and deposit of sponsored projects payments including cash, checks and electronic bank transfers.