

# Tracking Effort on Sponsored Projects

Does scope of work require effort?

NO

Equipment and instrumentation, doctoral dissertations and student augmentation awards do not require effort tracking.

Effort is committed

Is Cost Share Involved?

Follow normal Set-up procedures

Uncommitted **but** required

Voluntary Uncommitted Cost Share Exception

Mandatory Cost Share

Voluntary Committed Cost Share

In-Kind Cost Share

Set up separate index/fund for tracking the cost share expenditures

Prepare pre-award commitment letter and post-award certification

If effort is required to perform, but not proposed or charged:  
RFD must do **memo entry** and e-mail a copy to CAO so amount can be included in base for F&A process

Cost Accounting Office (CAO) must add memo entry to the base for F&A process to show unrecorded but required effort.

No adjustment is made to financial system.