


DELAWARE STATE UNIVERSITY

OFFICE OF SPONSORED PROGRAMS

MEMORANDUM

TO: Faculty and Staff

FROM: Nouredine Melikechi, Interim Vice President for Research 

RE: Time and Effort Reports (After-the-Fact Reporting)

Date: June 23, 2011

I am writing to make a correction to the timeline for the collection of Time and Effort (T&E) sent by memo in February 15, 2011. Below is the new timeline for the collection of the T&E forms.

For Faculty/Professional Staff: T&E forms must be submitted to OSP by the Chairs of the Departments **three** times a year: (i) **by January 15** to cover the Fall semester (September –December), (ii) **by June 15** to cover the Spring semester (January - May), (iii) **by September 15**, for the summer semester (June- August).

Please note that it is a federal requirement to report T&E for (and only for) all persons receiving salaries and/or benefits from federal grants and/or contracts. OSP will send an email to remind PIs/PDs, Department Chairs and Deans of this responsibility.

This change in the collection of T&E forms follows closely with the academic calendar and is only possible now that the University can submit the June activities for audit in the Fall instead of July. The mechanism for opening and closing grant accounts remains as described in the initial (February 15th) memo.

Should you have any question, please contact Earlene Jackson of OSP at 6812.