Effort On Grants

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Important Note

- **<u>The Department needs to know about EVERYONE paid and unpaid working with you!!!</u>**

<u>BEFORE they begin!</u>

- Building and room access

- Lab Safety training

- Verification of employment eligibility

- Space and facilities reporting

- Protection for Cornell and Employee

- Building emergencies

- Personal injury

- Other unknown risks

Proposal Stage

Adding Salary to Grant Proposal

- PI Salary
  - How much research effort do you have available?
    - Clarify percent of full FTE or percent of research effort
  - Will you bill the sponsor for the effort?
    - Fringe and IDC will be included
  - Are you required to provide cost share?
    - The federal government does not recommend or expect voluntary committed cost sharing to be included in a research project proposal. Only mandatory (i.e., required) cost share is to be included and quantified sufficiently to adhere to the solicitation requirements.
    - https://researchservices.cornell.edu/resources/proposing-cost-share
- Staff Salary
  - Is this for someone already hired? Known salary, no need for new hire search
  - Minimum and maximum salary for position titles
  - Which title fits their experience and amount of time you wish to hire them
  - New positions may need to conduct a new hire search depending on the title
  - Endowed vs Contract
- Paying the Clinical Trials Coordinators or Innovation Lab staff?
  - These are actually budgeted as services

Staff Effort

Endowed or Contract

What benefit rate is cheaper by funding source?

Endowed (FY25 Fed Rate 37%)

- Start up breaks even either way
- Federal grants
- Gift accounts with full non fed rates

Contract College (FY25 Fed Rate 67.6%)

- Start up breaks even either way
- Vet Internal Grants: Feline Health, Canine, etc
- NYS funded accounts
- Other discretionary funding sources

What is the difference for the **benefit eligible** employee?
- Benefits package
- Retirement package
* Note once hired into either category it is difficult to change

Graduate Students

- In order to appoint a graduate student there should be a **5 year** funding plan
- Different Titles – May have different requirements including stipend and tuition
  - GRA – Graduate Research Assistant
  - TA – Teaching Assistant
  - VA – Veterinary Assistant (DVM seeking PhD)
  - Other
- Endowed students hired in DCS
  - Different tuition rate
- *Tell the department if you plan to support a graduate student in another department (esp if not BBS)*
- Familiarize yourself with policy: https://policy.cornell.edu/policy-library/graduate-school
  - Especially the Graduate Student Assistantships policy
  - Graduate Tuition and Other Support policy

Graduate Students

What does a student cost (Graduate Research Assistant)

(As of 8/2024)

Tuition - $10,400 per semester

*Waiver of half tuition may be available

Insurance - $3828

*Escalate 10% per year

Stipend – Academic Year - $33,930

Summer - $11,310 or appropriate prorated

*Escalate at least 5% per year

Total Annual - $69,868 Direct Cost

PI Effort

Cost shared Effort

Quantified effort not billed to the sponsor but documented as necessary to complete the objectives of the project

- Must be tracked and reported to sponsor

- Funded from an account that supports your salary

- If effort is quantified in the budget or budget justification and is not billed to the sponsor it becomes cost share

Cornell follows NIH and does not allow voluntary cost share

Effort will be documented in current and pending

Effort will be tracked against available research effort

Internal Grant Effort

Minimum percentage required

Exempt from cost share requirement, we do not need to track or report the dollars

BUT

- Documented in current and Pending

- Tracked against available research effort

- Not eligible for salary recovery dollars

Salary Recovery

What is Salary Recovery?

Effort entered in the proposal budget and budget justification that we are asking the sponsor to pay for

When this creates a savings to the college, the college may in turn sends funds back to the department and the PI

The default for salary recovery is to spread the budgeted effort over the project period

If you would like effort processed for a different time frame you MUST tell us

What happens to the funds?

- You will receive a portion of external grant salary recovery consistent with college policy
- Faculty have an established salary recovery account and the funds are deposited into this account
- The deposits are processed by the College Budget Office approximately quarterly

Salary Recovery Calculations

Salary	100,000
Pay Periods	24
Pay Periods on Grant	24
Effort %	3.71%

total amount you want to hit the grant

$10,000

3.71% Checking Effort %

Salary	Fringe	Salary plus fringe	Breakdown	
3710.00	71.5%	$ 6,362.65	$ 3,626.71	IDC
			$ 2,652.65	Fringe
			$ 3,710.00	Salary
Total	**IDC**	**Total amt moved**	$ 9,989.36	Total cost to grant
6362.65	57%	$ 9,989.36	$ 1,298.50	$ to discretionary (35%)
			$ 127.25	IDC Kick back to discretionary

Calculating Effort

Calendar Months	Percent Effort	Calendar Months to Weeks	
3	25%	13	
Percent Effort	Calendar Months	Calendar Months to Weeks	
8%	0.96	4.16	

How can you spend your salary recovery dollars?

Your salary recovery account is discretionary

Funds do not have to be spent on items related to the project they came from

Dollars can be used for any Cornell-related business:

Examples: Publications, travel, office supplies, lab meals

These dollars do not expire, they can be used at any point during your time as a DCS faculty

Emeritus faculty have special considerations based on policy

Considerations when Spending:

- Remember to include a business purpose linking the transaction to your work as a Cornell employee

- You are encouraged to be a conscientious steward of your Cornell-related funding, these are University resources, and the use of these monies must be consistent with university and college purchasing policies (ex. Policy 3.14 Business Expenses; Policy 3.2 Travel Expenses, Policy 3.25 Procurement of Goods and Services)

- If at any time you have questions about allowability please reach out

Modifying Effort on Grant

- PI effort:
  - Is there a minimum required by the sponsor?
  - NCE's we still keep billing, let us know if that should switch to cost share or be removed
  - **90 day max when impacting account**
  - Restrictions on faculty salary can't add if not allowed by sponsor
  - July locks for many faculty salaries, modifications need to be made by June 30th
  - Best practice is to let us know before the effort change so we can update the system
- Staff salaries
  - Can split effort on multiple grants
  - Best practice is to let us know before their effort changes so we can update the system
  - **90 day maximum when impacting a sponsored account**
- Grad Student salary
  - Tuition and insurance need to go with it so if not allowed has to go to discretionary
  - **90 day maximum when impacting a sponsored account**
  - Best practice is to let us know before the effort change so we can update the system

Effort Certification

▶ Due mid August or September of each year

▶ Please do not ignore the email from

  ▶ CALS-OIT Do Not Reply cals-oit-do-not-reply@cornell.edu

▶ PI's are **required** to review and verify the effort of each person they have paid with Grant Funds

▶ The effort is for the previous fiscal year from 7/1 – 6/30

▶ One note: You may see cost shared effort show up looking like it was paid from the grant, but if you see "C/S" or "CS" in the sub account section, it didn't hit the grant, it's just being tracked.

▶ If the effort does not match what you expected you can click the "Disagree/Dispute" button and department will get an email with your notes

▶ **If you have questions please feel free to reach out!**

Questions

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