



### *Introduction*

Per [2 CFR Part 200](#), time and effort on Federal awards must be requested, verified, and approved annually.

The Middlebury College Time and Effort Form (herein referred to as “T&E Form”) serves a dual purpose:

1. Documents the **dollar amount** requested from Federal or non-Federal awards; and
2. Documents **paid and unpaid effort** on Federal or non-Federal awards by:
  - a. Number of months;
  - b. Percent effort over the academic year OR summer

### *Who needs to submit the T&E Form?*

Middlebury Faculty who are claiming any kind of effort-based salary (summer salary, academic year salary, or course release) from a Federal or non-Federal award must complete this form. **GRANT-FUNDED SALARY IS NOT PAID AUTOMATICALLY AND MUST BE FORMALLY REQUESTED.**

Middlebury Faculty who are *not* claiming effort-based salary but still need to document their unpaid effort must also complete this form.

### *When does the T&E Form need to be submitted?*

The timeline for T&E Form submission varies by salary type:

- Summer salary – each year, the T&E Form must be submitted at least 15 days prior to the start of the summer period (no later than **May 15** unless otherwise indicated)
- Academic year salary – each year, the T&E Form must be submitted at least 15 days prior to the start of the fiscal year (no later than **June 15** unless otherwise indicated)
- Course release – the T&E Form must be submitted at least 30 days prior to the end of the semester of the course release (no later than **November 30** [Fall Semester] or **April 30** [Spring Semester])

### *What information do I need to calculate my Time & Effort?*

Middlebury Faculty will need to know their basic award information, current academic year base salary, and upcoming summer/academic year plans. Refer to the “Step-by-Step Instructions” later in this document for guidance on how to fill in each box in the T&E Form. Please also note the following points:

- **Budget availability in an award does necessarily not equate to the salary requested!** In addition to confirming that the award has sufficient funds, the individual must ensure that they are not exceeding their allowable effort in a given period (e.g., 12 months of paid effort during the fiscal year).

**All T&E Forms must be signed and dated by the designated PI of the award and emailed to Wesley Court, Director of Post Award Administration, at [wcourt@middlebury.edu](mailto:wcourt@middlebury.edu)**



- **The individual's academic year base salary (not inclusive of any administrative supplements or stipends) must be used to calculate salary requested and effort.** For summer salary, the academic year base salary in effect at the **start** of the summer period (June 1) must be used, even if all or part of the individual's summer effort is conducted during the new fiscal year starting in July. Any changes to an individual's academic year base salary in July will not be reflected in their summer salary calculations for the current summer period.
- **Summer salary is not part-time!** If an individual requests 1.0 paid month of summer salary during the month of July, they are expected to put in full-time effort during each work week of July.
- **No more than 2.5 months of summer salary may be requested per year.** This figure is in accordance with Middlebury College policy.

### *Signing the T&E Form*

Upon completing the T&E Form, the grant PI must e-sign the document in the "Principal Investigator / Project Director" signature box. Upon signing, the grant PI certifies that the individual will contribute the effort indicated during the period indicated in support of the award objectives. Failure to contribute the documented effort requires a resubmission of the T&E Form, described in the following section.

### *Changes to Documented Time & Effort*

Changes to an individual's time and effort must be communicated promptly to allow administration time to make the necessary arrangements. Any changes in previously-requested paid or unpaid effort (reduction or increase) must be initiated by the individual by submitting a new T&E Form with the "Resubmission" box checked, based on the below schedule:

- Summer period – changes must be communicated no later than **September 30**
- Academic year period – changes must be communicated no later than **June 30**
- Course release period – changes must be communicated no later than **January 31** (Fall Semester) and **June 30** (Spring Semester)

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**Section 1:** Choose the type of request.

Summer salary	Effort conducted during the <u>summer period</u> (June 1 – August 31)
Academic year salary	Effort conducted during the <u>academic year period</u> (September 1 – May 31)
Course release	Effort conducted on a semester basis that allows an individual to work on the award project objectives instead of standard teaching duties

**Section 2:** Fill in basic award information, work dates, and effort.

Oracle Department	A 4-digit code (the first “D” in “EDORDA”) for your department. Will usually start with a “2” if Middlebury and “4” if Monterey
Oracle Designation	A 6-digit code (the second “D” in “EDORDA”). Will typically start with a “5” and will be identified in your award kickoff email. This Designation is the award identifier in Middlebury’s financial system and is used to track all expenses and revenue associated with the award.
Sponsor	The Federal or non-Federal entity providing the funds/budget
Award Period	The entire active period of the award
Amount Requested	The dollar amount requested. <i>Example 1: Joe Quimby’s academic year base salary is \$90,000 and he plans to claim 1.0 paid summer month. <math>\\$90,000</math> (9-month salary) / 9 = <math>\\$10,000</math> monthly salary; <math>\\$10,000 * 1.0 = \mathbf{\\$10,000}</math>.</i> <i>Example 2: Joe Quimby’s academic year base salary is \$90,000 and he plans to claim 20% during his sabbatical. <math>\\$90,000 / 9 = \\$10,000</math> monthly salary; 20% of 9-month academic year period = 1.8 months; <math>\\$10,000 * 1.8 = \mathbf{\\$18,000}</math>.</i>
Work Start/End Dates	The dates that the individual performing the effort will work on the project. Dates must follow the periods outlined in Section 1 above. Start or end dates that fall outside the “Award Period” are not allowed.
Percent Effort	Total paid and unpaid months spent on the project divided by months in the period. Expressed as a percentage. <i>Example: Joe Quimby works 1 paid month and 0.5 unpaid month during the summer period. <math>1.5</math> total months spent on the project / 3 months in the summer period = <b>50%</b>.</i>
Grant Pays Full Benefits?	If the award can cover the full fringe benefit rate, select “Yes”. Otherwise, select “No”.

**Section 2a:** Only for summer salary requests.

Summer Months (paid)	Total paid months working on the project. Along with unpaid effort, must correspond to the “Work Start/End Dates” and “Percent Effort” in Section 2.
Summer Months (unpaid)	Total unpaid months working on the project. Along with paid effort, must correspond to the “Work Start/End Dates” and “Percent Effort” in Section 2.
VPAA approved > 2 months?	Only applicable if individual is requesting more than 2 months of <u>paid</u> summer salary. If “Yes”, email approval from the sitting VP of Academic Affairs must accompany the request.

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