

December 10, 2012

CIRCULAR LETTER NO. 12, 2012-13 (*AMENDED*)

DEANS, SCHOOL DIRECTORS, DEPARTMENT DIRECTORS, RESEARCH UNIT DIRECTORS, PROFESSORS, AND RESEARCHERS

[Signature]

Ana. R. Guadalupe, Ph.D.

Chancellor

RULES AND PROCEDURES FOR PREPARING TIME AND EFFORT REPORTS

As is known, every year the Río Piedras campus receives funds from federal agencies to sponsor projects aimed at improving the institution, strengthening teaching, fostering research, and producing knowledge. From 2007 to 2008, the Campus has seen an increase in federal funding, at this point in time it receives between \$25-\$30 million per year.

By receiving these funds, the institution makes pragmatic and financial commitments. Among the financial commitments is preparing Time and Effort Reports. The Federal Government requires that the salaries of personnel paid fully or partly from federal sponsored awards be certified in a process that complies with the provisions in Circular A-21 of the Office of Management and Budget. They must also commensurate with the time and effort expended. For these purposes, the following rules and procedures for preparing said reports using Form 125A and Form 125B, which are included, are enacted.

It is important for these Reports to be presented every year within the term dates indicated, using the forms that are included and following the stipulated procedures. The Post Award section of the Assistant Deanship of External Funding, affiliated with DEGI, is the unit responsible for verifying and certifying compliance with these reports.

Due to the importance of acquiring federal funding to supplement institutional funds and contribute to the various phases of Campus development, I request assistance in complying with this federal regulation.

Should you have any questions, please contact Carmen Bachier, Assistant Dean of External Funding, and Ana Feliciano, Post Award Coordinator, at 86730 or 86732.

Appendix

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