

# MC Grants Compliance News

Montgomery College

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## *Time and Effort Reporting*

### Accurately Tracking Time

Over the past 12 months the federal government has placed an emphasis on Time and Effort (T&E) Reporting. Although the Office of Grants and Sponsored Programs (OGSP) has been collecting and monitoring T&E Reporting for many years, we are working with the Office of

Personnel making in-kind contributions of time and effort also must log time on the grants personnel form. The grants compliance specialist will review the forms monthly for any personnel changes. T&E Reports still will be required, but

*Grant personnel forms will decrease the compliance risks in Time and Effort Reporting continuing MC's efforts to excel in grants management.*

Business Services (OBS) to continue to strengthen compliance to meet federal requirements. Project Directors (PDs) and Principal Investigators (PIs) now will be required to fill out the grants personnel form for each active grant they oversee. This form must list all faculty, staff, and administrators who work on each grant as well as the hours originally budgeted.

are now due within two weeks of semester's end. It is strongly suggested that PDs/PIs track the hours and activities on a monthly basis to expedite the completion of T&E reports at the end of the semester. You will find the new grants personnel form attached to this newsletter, and on the [OGSP website](#).

## *Key Dates*

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Fall: *August 21–December 17*

**Due: January 2, 2018**

Spring: *December 18 – May 20*

**Due: June 4, 2018**

Summer I: *May 21 – July 8*

**Due: July 21, 2018**

Summer II: *July 9 – August 20*

**Due: September 4, 2018**



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