



UNIVERSITY OF MASSACHUSETTS BOSTON

"The Campus on Boston Harbor"

OFFICE OF THE VICE PROVOST FOR RESEARCH

March 30, 2009

Division of Cost Allocation
26 Federal Plaza
Room 41-122
New York, New York 10278

Dear Willis Hebert:

I am writing on behalf of the University of Massachusetts Boston to request approval of a variance in frequency of effort certification for hourly staff, in accordance with OMB Circular A-21, Section J.10.c.2(e). We would like to request that certification for this group of employees be done on the same frequency as is done for faculty and professional staff, which is three times per year.

The University is implementing an electronic certification system, the Huron ECRT software system, as part of the University of Massachusetts System initiative to achieve uniform excellence across campuses in the system. The ECRT is scheduled to go live in the spring of 2009.

ECRT is replacing a paper-based system. The current system requires manual revisions and database entry and coordination with our PeopleSoft Human Resources and Financial System. In order to provide high quality reporting and to work within system conditions, we are opting to implement a reporting system that is consistent for all effort reporters.

This reporting frequency suits the nature of our workforce, our sponsored program portfolio and the nature and duration of work assignment for our staff. The staff will have their effort certified by the principal investigator or responsible official with suitable means of verification. These are the people who make work assignments and who monitor work progress on sponsored programs for which they are responsible. The use of a monthly time frame for certification of hourly staff would impose a high burden of additional processing without providing an increase in the quality of reporting.

Please let me know if you need further information to assess our request. We look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Richard F. Antonak".

Richard Antonak
Vice Provost for Research

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office of the Assistant Secretary for Resources and Technology
200 Independence Avenue, S.W.
Washington, DC 20201

MEMORANDUM TO THE DIRECTOR, Office of Policy for Extramural Research Administration (OPÉRA); Office of Extramural Research; National Institutes of Health; 9000 Rockville Pike; Bethesda, Maryland 20892

Date: 02 April, 2009

Subject: Request for Change to Frequency of Effort Reporting.

1. Award Recipient: University of Massachusetts-Boston; Office of the Vice Provost for Research, Office of Research and Sponsored Programs; University of Massachusetts Boston; 100 Morrissey Boulevard; Boston, MA 02125. ATTN: Richard Antonak.
2. The request from the University of Massachusetts – Boston dated March 30, 2009 to change the current effort reporting for hourly staff to a frequency of three times per year is approved. This will align the frequency of reporting for hourly staff with that of faculty and professional staff.
3. 2 CFR 230: Cost Principles for Non-Profit Organizations (OMB Circular A-122); Appendix B, Section 8, part (m) (1), states that distribution of salaries and wages to awards must be supported by activity reports and submitted monthly except when a substitute system has been approved in writing by the cognizant agency.
4. While authority to approve deviations to this policy rests with the Office of Grants Policy, Oversight, and Evaluation, it is the responsibility of the awarding agency to coordinate with the recipient agency to implement this change in reporting frequency and to maintain a copy of this approval in the respective official files.
5. The point of contact for this memorandum is: Heber Willis, Office of Grants; Office of Grants Policy, Oversight, and Evaluation at (202) 401-2753.

cc: Richard Antonak, Vice provost for Research; University of Massachusetts – Boston.

Attachment: Request from University of Massachusetts – Boston, dated 30 March, 2009.