

CHECKLIST FOR COMPLETING HR CONTRACTS ON RESEARCH FUNDS

- Hourly Contracts (Research and Undergraduate)

ORA policy stipulates that all hourly employees must be paid the going [federal minimum wage](#) or more.

- Single Fund or Multiple Funds

- If the employee is to be paid from more than one source of funds **determine the percentage of time for each assignment** and enter it into the % of effort on the HR form.

- If the employee is to be paid from more than one source of funds within one implementation period **consecutively** (vs congruently), then it is critical to include the **start date for the second fund**.

Ex: Consecutive

4xxxxx – September through October (**9/1/17** – 10/31/17) @ 100% effort

4xxxxx- November through December (**11/1/17** – 12/31/17) @ 100% effort

vs

Congruent

4xxxxx – September through December (9/1/17 – 12/31/17) @ 50%

4xxxxx- September through December (9/1/17 – 12/31/17) @ 50%

- If the employee is a student, **tuition must follow effort and be proportional to the amount of effort** on the research fund per Uniform Guidance requirements.

- Available Balance

There have to be enough funds within the available balance to cover the HR contract. Determine the available balance of a fund using the **All Funds Balance Report AFBR**. (See Figure 3)

Tip: If the available balance is not adequate to cover the HR contract and the Principal Investigator (PI) anticipates more funding or time, it may be possible for ORA to arrange an [At-Risk Approval](#). Contact your [ORA Grant or Contract Administrator](#) for At-Risk Approvals.

- Period of Performance

The period of the student/faculty contract should be within the period of performance of the grant. Determine the period of performance using the **AFBR**. (See Figure 3)

- Available Budget

Many grants have restrictions as to how research funds can be spent. It's necessary to ensure that the fund(s) has adequate budget for Labor. The **AFBR** provides the labor budget for each fund. (See Figure 3)

* Additional information about anticipated funding and a copy of the award and budget may be found in [Cayuse](#).

* Questions about the All Funds Balance Report, Cayuse, a grant period of performance, or budget may be directed to your [ORA Grant Administrator](#).

Figure 1: RA HR Implementation Form

RA Implementation Spreadsheet - Summer Implementation																	
For academic year: 2016-2017																	
Student Name																	
First																	
Middle																	
Last																	
CWID																	
Email																	
Contract Submission Date																	
Contract Term		Summer															
Contract Start Date		05/01/17															
Contract End Date		08/31/17															
Part of Annual Contract?		No															
Initial Appointment:																	
Reappointment:																	
Amending Prior Agreement:																	
<table border="1"> <thead> <tr> <th colspan="2">User Input Guide</th> </tr> </thead> <tbody> <tr> <td>Input text or number</td> <td></td> </tr> <tr> <td>Select from drop down</td> <td></td> </tr> <tr> <td>Fills automatically from given information</td> <td></td> </tr> </tbody> </table>										User Input Guide		Input text or number		Select from drop down		Fills automatically from given information	
User Input Guide																	
Input text or number																	
Select from drop down																	
Fills automatically from given information																	
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Must be within the period of performance </div>																	
Student Status and Intended Support Level																	
Student Status					Intended Coverage												
Tuition Residency Status (RN)		Eligible for Research Tuition Fellowship Award (Y/N)*	Number Credit Hours Registered	FTE	Semi-Monthly Stipend	Pay Additional Tuition, if Any (Y/N)**		Pay CSM Mandatory Fees (Y/N)									
N		Y	3.0	0.67	\$1,000.00	N		N									
Institutional Min/Max Requirements			>=	<=	>=												
			>=	<=	>=												
Cost Summary																	
Research Tuition Fellowship Award		SBS Fellowship Award***	Total Stipend	Additional Tuition Payment	Fees	Direct Cost to Department or PI	Total Cost										
\$6,622.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$14,622.00											
Fund Sources																	
*The Research Tuition Fellowship provides four (4) credits of resident or non-resident tuition for Graduate Research Assistants employed during the summer. The following appointments are eligible. Research Assistant Appointments, summer only, at the 1.0 FTE level, or 0.67 FTE Calendar Year Graduate Assistant Appointments, with research responsibilities during the summer. In both cases, stipends must be derived from an external source that pays overhead to the institution. Students must register for three (3) credits research.			Distribution of Effort			Optional Payments											
			% Effort	Index Code	Cost	Index Number	Cost										
			0.000%	248826	\$6,622.00		\$0.00										
			0.000%	248360	\$0.00		\$0.00										
			50.000%	4xxxxx	\$4,000.00		\$0.00										
50.000%	4xxxxx	\$4,000.00		\$0.00													
100.000%	Total	\$14,622.00		\$0.00													
0.000%	Remaining			\$0.00													
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Amounts must fall into the available balance </div>																	
Approvals and Special Notes																	
Approvals: _____ Name _____ Comments: _____																	

Figure 2: RF HR Implementation Form

Colorado School of Mines Research Faculty HR Form										
THIS IS NOT A CONTRACT										
Please fill in all applicable purple fields										
Title (Dr., Ms., Mr.)		Remunerated <input type="checkbox"/> Non-remunerated <input type="checkbox"/>								
FULL NAME										
Last Name	First Name	MI	E-MAIL Address					CWID		
Department										
Annual salary at 100% effort					Job title					
60,000.00					Choose from the List					
Is this a salary revision?					Position number if applicable					
Will this form establish a new position? <input type="checkbox"/> (If yes, attach memo from DH.)										
Will this RF serve as an adjunct? <input type="checkbox"/>										
Web-Time Approver		CWID			Position Number					
Name										
Anticipated term of appointment		Start date:			End date:					
# of full months		# of days in partial month			% effort					
Hourly rate		Amount to be paid for partial months								
		0.00								
SPECIFIC Duties &/or Comments - (No-Rem: List all access & services needed (ie-blastercard, keys, computer, property et										
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Must be within the period of performance </div>										
Position Funding										
Index	Fund	Org	Account	Program	Activity	Location	Start Date	End Date	Salary	% Distribution
4xxxxx			5211				5/1/2017	4/30/2018	30,000.00	50
4xxxxx			5211				5/1/2017	4/30/2018	30,000.00	50
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> Amounts must fall into the available balance </div>										
\$ 60,000.00										
Remuneration calculations based on information given above:										
Monthly at current % effort										
Total for partial months										
Total amount of this assignment										

Figure 3: All Funds Balance Report (AFBR)

