## 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 <u>federal minimum wage</u> or more.
☐ - Single Fund or Multiple Funds
$\Box$ - If the employee is to be paid from more than one source of funds <b>determine the percentage of time for each assignment</b> and enter it into the % of effort on the HR form.
$\Box$ - If the employee is to be paid from more than one source of funds within one implementation period <b>consecutively</b> (vs congruently), then it is critical to include the <b>start date for the second fund</b> .
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%
$\Box$ - If the employee is a student, tuition <i>must</i> 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)
<b>Tip</b> : 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 <a href="At-Risk Approval">At-Risk Approval</a> . Contact your <a href="ORA Grant or Contract Administrator">ORA Grant or Contract Administrator</a> 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 <b>AFBR</b> . (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)

\* Questions about the All Funds Balance Report, Cayuse, a grant period of performance, or budget may be directed to your <u>ORA Grant Administrator</u>.

\* Additional information about anticipated funding and a copy of the award and budget may be found in <u>Cayuse</u>.

Figure 1: RA HR Implementation Form

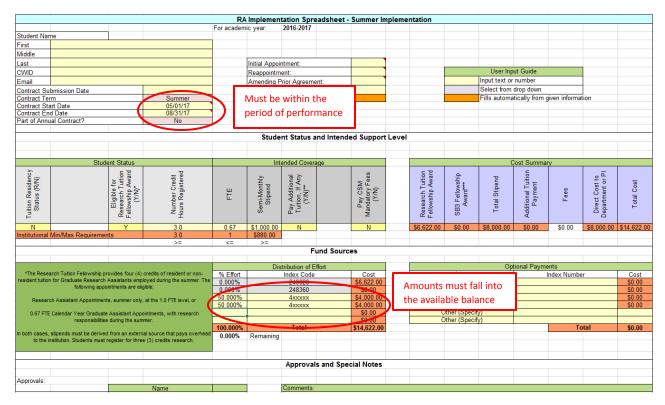


Figure 2: RF HR Implementation Form

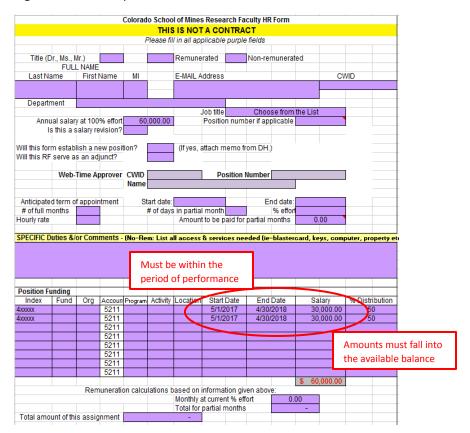
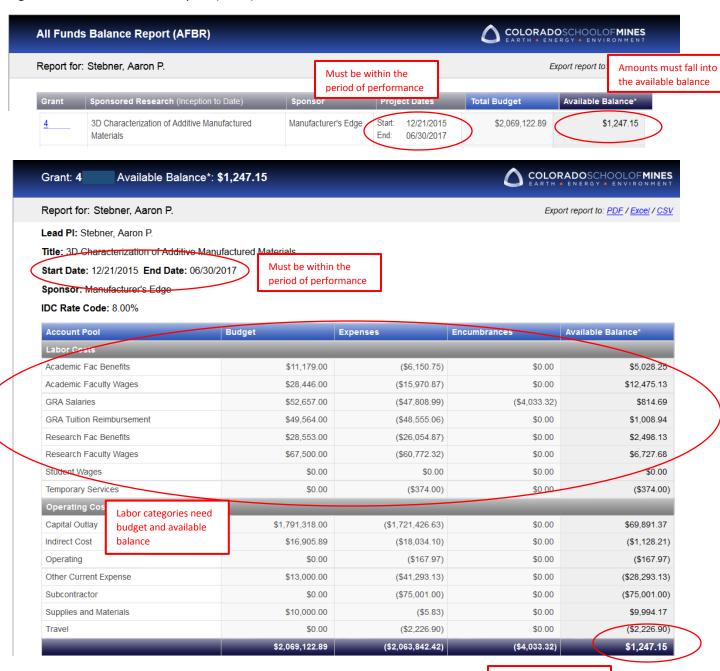


Figure 3: All Funds Balance Report (AFBR)



Amounts must fall into the available balance