

**Instructions and Information
For Completion of the PER form
Revised January 2004
And Effective Beginning with the October – December 2003 Reporting Period**

I Payroll Distribution -- This section shows all of the programs/projects through the University of Colorado payroll system from which you were paid from during the quarter. Each percentage indicates the distribution through the payroll system of your total quarterly payroll through UCHSC to each program/project.

II Cost Share Requirements – Cost Sharing occurs when the Health Sciences Center agrees to commit effort toward a particular project without claiming reimbursement from the sponsor. The cost share project(s) and percentages show the project(s) that have mandatory and/or obligatory cost sharing obligations.

III Distribution of Effort -- The employee or responsible official should record the actual distribution of effort for the reporting period indicated at the top of the PER. (Note: This percentage may differ from the percentage in Section I above, especially in cases where the employee's salary exceeds the NIH salary cap. Please call Grants and Contracts at (303) 724-0248 if there are questions about the percentage of effort.) Type or write in pen the percentage of effort using whole numbers. The total effort must add up to 100 percent. Annual or sick leave should be reported as if the individual were present and working. Employees on leave of absence with pay or on sabbatical leave should report their effort under Section III B except for that portion of effort associated with sponsored programs under Section III A.

A Sponsored Projects -- For the sponsored projects listed in Section I, show your actual percentage of effort associated with each project. If your actual effort is 5% or more below the % shown in Section I., an adjustment in the effort percentage or a Payroll Expense Transfer (PET) is required. If cost sharing is shown in Section II, you must confirm in Section III A that you provided the required effort.

B All Other Institutional Activities – This section should include all other institutional activities that you perform other than effort on sponsored projects. This would include Instruction and Scholarly Activities (teaching, supervising laboratory course work, etc.), Departmental Administration (effort related to performing as a department head, preparing budgets, or typing class material) and Patient Care Services (only patient care provided at University Hospital (UCH) and The Childrens Hospital (TCH)). Clinical research activities should be reported under Section III A. Employees on leave of absence with pay or on sabbatical leave should report their effort under Section III B except for that portion of effort associated with sponsored programs under Section III A.

IV Make sure that the distribution of your effort in Section III equals 100%.

V Certification of Employee or Responsible Official -- The UCHSC requires that the PER form be certified by someone with direct, first-hand knowledge of the work performed. The expectation is that this signature must normally be either that of the principal investigator, the lab manager, the direct supervisor or the individual whose effort is being verified. Thus, it is normally preferred that the employee sign for their own time and effort. A division or departmental administrator's signature or the signature of clerical staff would generally not be appropriate in certifying sponsored activity. A limited exception would be the individual's own effort if administrative effort has been approved as a direct cost to the project. The Personnel Effort Report does not require two signatures.