Guide to Proposal Submission Form

(OSP Form Three)
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Time and Effort (T&E) Certifications for the subject period above are due. Once this form is completed, certified and submitted, it will be routed to your supervisor for further review and processing. Please make every effort to enter the correct email address for your supervisor to ensure proper routing of your submission.

Time and Effort Reporting is a requirement for you because at least a portion of your salary or wages is paid by funds other than state funds (external funds). In the *Uniform Guidance*, Section 200.430 it is stated: “Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated”.

To complete the forms please visit [www.fvsu.edu/sponsored-programs](http://www.fvsu.edu/sponsored-programs) Select Resource Center or [www.fvsu.edu/title-iii](http://www.fvsu.edu/title-iii)

**Section 1**

**User Information**

1. Enter the first name.
2. Enter the last name.
3. Enter Title.
4. Enter Employee ID number

[Image: Guide to Time & Effort Submission Form (OSP Form Three)]
4.1. Your employee ID number may be found on your **employee ID card** or **paycheck stub**. Add 00 to make the employee id complete.

5. Enter FVSU phone number.
6. Enter FVSU department.
7. Enter Employee Type.
8. Enter FVSU email address.

**Section 2**

**Supervisor Information**

1. Enter Supervisor first name.
2. Enter Supervisor last name.
3. Enter Supervisor FVSU email address.

**Section 3**

**Project Information**

1. Enter the number of projects that make up your salary.
2. Select a Reporting Period-

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Time Period Covered</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1 – December 31</td>
<td>January 25</td>
</tr>
<tr>
<td>Winter</td>
<td>January 1 – March 30</td>
<td>April 25</td>
</tr>
<tr>
<td>Spring</td>
<td>April 1 – June 30</td>
<td>July 25</td>
</tr>
<tr>
<td>Summer</td>
<td>July 1 – September 30</td>
<td>October 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Time Period Covered</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1-December 31</td>
<td>January 15</td>
</tr>
<tr>
<td>Spring</td>
<td>January 1-April 30</td>
<td>May 15</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1-July 31</td>
<td>August 15</td>
</tr>
</tbody>
</table>

4. Select the project type:
   4.1. Choose either Sponsored (Grant Funding) or Academic (State Funding)

5. Enter the Project title for the grant.
   5.1. Example: “Literacy K-12” DoEd/UGA

6. Enter project description and your responsibility to the project in 75 words or less.
   6.1.1. Example: Clerical Assistant-responsible for day to day clerical duties.
7. Enter your grant number beginning with 20000 available.
   a. Example: 20000-101150-16000-11000-331111 or 3312345

8. Select the Funding Source that applies

   Cost Share
   In-Kind
   Matching
   External
   External for Sponsored
   State
   State for Academic.

9. Enter the Salary Charges for this reporting period

   9.1. Quarterly: Enter your gross salary for the quarter (three months) from your paystub if 100% of your salary was from the grant budget.
   9.2. If a percentage of your salary was from the state budget, multiply the total by the percentage and place the amounts into the corresponding field.
   9.2.1. Example: Total gross for quarter $10,000
           Sponsored amount 60% x $10000 = 6,000
           State amount 40% x $10000 = 4,000
           100% = $10,000

10. Enter the Effort Percentage- between 1 and 100%

10.1. Example: Most common-100%

* If a percentage of your salary is paid by another grant (Sponsored) and/or State (Academic) fund, you must create an additional row(s) with applicable information.

11. Click to acknowledge that you have read and understand the statement

12. Enter your First and Last name to electronically sign the form and
    Click submit.