

# **Personnel Effort Reporting Tool (PERT) Glossary**

**PERT** is the University's federal effort and committed cost share reporting system. Federal effort reporting: Federal awards issued prior to December 26, 2014 are required to be managed in accordance with OMB Circular A-21. Federal awards issued on or after December 26, 2014 are to be managed in accordance with Uniform Guidance which requires educational institutions to maintain an accurate system for reporting the percentage of time that employees devote to federally funded projects (Effort).

## **Administration**

Administrative employees (Salary plans 21, 24)

## **Central Administrator**

Sponsored Research Post Award is responsible for maintaining cost share setups, generating effort reports, and resolving effort-related problems or issues.

## **Certifier**

Faculty member, Staff or A&P employee with first hand knowledge of the effort provided on a federally funded project or committed cost sharing on a sponsored project.

## **Cost Sharing**

Cost sharing is any project cost not borne by the sponsor and committed by USF for the performance of an externally funded project. Such commitments must be explicitly stated in the project budget, described in the proposal narrative, or included within the sponsor's guidelines as a commitment.

## **Department Representatives**

Departmental Administrator delegate - Department representatives are responsible for making any necessary preliminary adjustments to effort reports and initiating expenditure transfers as required.

## **Effort**

Effort is the work or proportion of time spent on any activity and expressed as a percentage of total time. While total effort of 100% must be reported, this does not equate to any set number of hours, e.g., 40 or 50 hours per week. GEMS uses standard hours of 40 to indicate 100% FTE, 30 hours as 75% FTE, etc. This does not mean that 1.0 FTE exempt employees, including faculty, work only 40 hours per week.

## **Facilities & Administrative Rate (F&A)**

Also known as "Indirect Cost rate". This is a percentage rate negotiated by a contractor with the federal government, covering costs that have been incurred for common or joint objectives and therefore cannot be identified specifically with a particular project activity. These are costs involving operational support for mixed purposes, e.g. library system, or which benefit a variety of activity, e.g. building maintenance, heating and cooling and research administration.

## **FTE**

Full Time Equivalent

## **GEMS**

Global **EM**ployment **S**ystem. GEMS is USF's Human Resources/Payroll business system.

## **OPS**

Other Personnel Services

## **Staff**

University Support Personnel (Salary plan 23)