



Downstate Health Sciences University  
Office of Research Administration

**The Research Foundation for SUNY**  
Policy and Procedure

**Subject: Salaries and Fringe – Effort and Labor Distribution**

**Effective Date: December 1, 2022**

**Issued By: The Office of Research Administration (ORA)**

**Responsible parties**

- DRA's- Department Research Administrators
- Department Administrators
- SPA's- Sponsored Program Administrator
- GMs - Grant Managers
- PI- Principal Investigators
- RFCO- Research Foundation Central Office

**Background:**

All salaries where effort is proposed on an application have to be charged to the award, either as a direct charge or cost-share.

IFRs are the forms used to assign State employee effort and associated salary and fringe charges to an award.

Employee Change forms are used to assign an existing RF employee effort and associated salary and fringe charges to an award or any project or task that changes.

Employee Assignment form is used to assign a new RF employees' effort and associated salary and fringe charges to an award.

**Policy:**

All employees working on sponsored and non-sponsored projects, through an RF award, must have effort and labor distribution assigned to specific awards. Effort is required for all personnel working on an award and corresponding salaries and fringe must be charged to the award. In the case of State personnel, salary and fringe may be cost-shared, provided prior approval was obtained when the proposal was submitted. PIs do have the ability to request cost-share if an award was cut; however, this should be requested at the time of award establishment. Cost-Share requests must be approved by the Department Chair and school/college Dean.

### IFR process:

This process applies to ALL State employees. After confirmation of Award Establishment, the Grant Manager will notify the PI and Department Administrator via email that an award has been setup or extended.

The email will include the following attachments:

- Award Abstract
- *Signature Authority form*
- *Completed IFR form*
  - *This will have already been submitted to HR for processing, based on PIs concurrence of effort at the time of award establishment and/or proposal submitted to a sponsor.*

At the beginning of each budget period, an IFR will be submitted to HR from the Grant Manager and no longer requires signature of the PI, Department Chair nor school/college Dean. During a budget period, if effort needs to be reduced or cost share applied to an award, it is the PIs responsibility to submit a 'revised' IFR, identifying the reason for the change. This 'revised' IFR **must** be co-signed by PI, Department Chair and school/college Dean before submission to HR.

### Employee Change Forms (Labor Distribution)

This process applies to ALL RF employees. After confirmation of Award Establishment, it is the PIs responsibility to prepare and submit an Employee Change form. This form identifies what awards an employee will be assigned to. If there is more than one award, the PI must identify all awards and the percent effort for each award.

For those sponsored awards that continue annually, without a new award number each year, the PI only submits an Employee Change form for the 1<sup>st</sup> year. This labor distribution should not include an end date; thereby keeping an employee on that award for the entire project period. You will receive a new Award Abstract, identifying a change in the budget period end date for out-years.

For those sponsored awards that receive a new award number each year, the PI must submit an Employee Change form for each year of the award. You will receive an Award Abstract identifying the new award number.

These forms must be submitted to HR for labor distribution to become active.

### Managing your Award:

You can manage your award in [Report Center](#) and [instructions and tips](#) are available.

#### **Related policies:**

Award Establishment  
Salary Suspense

#### **Related Forms:**

IFR  
Employee Change form  
Employee Assignment form