

Instructions for Completing the Annual Plan-Confirmation Statement of Verification –Time & Effort Report

To Comply with Federal Cost Principles for Educational Institutions (Uniform Guidance), the Icahn School of Medicine at Mount Sinai uses the Plan-Confirmation Payroll Distribution System for Salaries and Wages of Faculty and employees charged to sponsored programs, based on budgeted, planned or assigned work activities, updated to reflect any significant changes in work distribution.

Based on the requirements, an annual Statement of Verification-Time & Effort Report must be completed for each Calendar year by the faculty member and an employee with first hand knowledge of the faculty member's activities (Chairman/Department Administrator). For non-faculty employees, the Time and Effort must be certified by the employee and an employee with first hand knowledge of the employee's activities (Principal Investigator /Department Administrator).

Plan for all applicable employees in your department – Confirmation Verification Statements – Time and Effort Reports are in your Sinai Central queue. You will note that the report provides the name of the employee, the related salary information and the actual salary distribution reflecting the approved personnel actions processed during the year.

Please have the employee sign the Verification Statement- Time & Effort Reports so that they can be certified according to the approval requirements, that the percentages of salaries, as indicated, are reasonable in relation to the work performed during the year.

If the Salary allocation does not reflect a reasonable estimate of the actual effort performed, it is necessary that the employee initiate an amended Time & Effort Report so that adjustments in salary distribution may be effected. Please call Raj Appavu at 646-605-4023, or Shanie (Bhanumatti) Bissnauth at 646-605-4024 for assistance, if necessary.

To assist in reviewing and approving the time and effort reports, the following explanations are provided for the types of activities included in the Plan-Confirmation Verification Statements-Time & Effort Reports:

1. Faculty – includes only those employees who have academic ranks as appointed by the Mount Sinai School of Medicine.
2. Professional Employee – Any non-faculty member charged to a federal grant, including social worker, nurse, technician, therapist, dietician, psychologist, chemist, pharmacist, programmer/analyst, etc.

3. Research- any research activities that are separately budgeted and accounted for.
4. Instruction- any training program which is separately budgeted and accounted for.
5. Clinical Trials – any clinical trials that are separately budgeted and accounted for.
6. Clinical Activity- any patient care activities that are separately budgeted and accounted for by the School’s faculty practice association.
7. All other activities- include the following:
 - a. Teaching – of medical students
 - b. Departmental Administration- any administrative and supporting services, which benefit common or joint departmental activities.
 - c. Bid and Proposal – time and/or effort spent on preparation of new applicants and / or contract proposals on potential Government and non-Government sponsored agreements or projects.
 - d. Departmental Research – research activities that are supported by the department that are not part of an organized research program.
 - e. Hospital Duties – effort associated with hospital related duties

The attached ledger and category legend is provided to assist you in preparing the Time & Effort Report.

Instructions for Completing Annual Time & Effort Report

K Award Recipients & Over the NIH Cap–Time & Effort Report Instructions for Completing the Annual Plan-Confirmation Statement of Verification

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Based on the requirements, an annual Statement of Verification-Time & Effort Report must be completed for each calendar year by the faculty member and an employee with first hand knowledge of the faculty member's activities (Chairman/Department Administrator). For non-faculty employees, the Time and Effort must be certified by the employee and an employee with first hand knowledge of the employee's activities (Principal Investigator /Department Administrator).

Plan for all employees in your department who are K Awardees and/or over the NIH salary cap – Confirmation Verification Statements – Time and Effort Reports are in your Sinai Central queue. You will note that the report provides the name of the employee, the related salary information and the actual salary distribution reflecting the approved personnel actions processed during the year.

The K award recipients' effort, where needed, have been adjusted to comply with federal regulations.

An adjustment has been made to account for the research effort for those who are over the NIH cap due to the salary limitation on federal grants.

Please review and forward the Time & Effort Reports so that they can be certified according to the approval requirements, that the percentages of salaries, as indicated, are reasonable in relation to the work performed during the year.

If the salary allocation does not reflect a reasonable estimate of the actual effort performed, it is necessary that the employee initiate an amended Time & Effort Report so that adjustments in salary distribution may be effected. Please call me at 646-605-4023, or Shanie (Bhanumatti) Bissnauth at 646-605-4024 for assistance, if necessary.

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0201 - ASSETS & 0202 - LIABILITIES SERIES

- **Reserved for Finance use only.**
- Asset and Liability accounts are balance sheet accounts. Balance sheet accounts should not be charged or credited through any routine transactions.

0203 – SCHOOL OPERATIONS REVENUE ACCOUNTS

- **Reserved (almost exclusively) for Finance use.**
- School Operations revenue accounts (i.e. tuition income, indirect cost recovery, etc).

0204 – SCHOOL OPERATIONS EXPENSES SERIES

- School Operations, Support Services, Academic Support and Administrative expense accounts (i.e. Finance, Legal, Human Resources and Plant Operations).

023X SERIES

- **0233 – School Basic Science Departmental Funds** – these funds accept ART transfers from the school. Note that ‘S’ transfers are primarily made to accounts in the 0243 series.
- **0234 – Retained Earnings** – account used exclusively by Finance to record accumulated retained earnings

- **0235 – Unexpended Grant Revenue** – account for the backlog of unexpended grant funds by department.
- **0236 – Auxiliary Enterprises** – account for activities of parking garages, dormitories and real estate operations.
- **0237 – Continuing Medical Education** – account series related to CME funds.
- **0238 – FPA Administration** – accounts related to FPA Administration funds.
- **0239 – School Institutes** – accounts related to the School Institutes.

024X SERIES

- **0243 – Seed Accounts** - seed accounts for both the basic and clinical sciences. These accounts accept ‘S’ transfers from the School.
- **0244 – Clinical Departmental Funds** –Departmental funds of the clinical science departments. Included in this series are the clinical funds that receive both School and Hospital CARTS transfers. Included in these accounts are also those that receive the FPA residual balances.
- **0245 – Intramural School Funds** – includes accounts funded principally from School resources and user charges to support School activities such as core facilities.

- **0246 – Unrestricted Income from Endowment** –accounts funded from the School’s endowment spending rate that are controlled by basic and clinical science departments.
- **0247 – Unrestricted Intramural Departmental Funds** – accounts funded principally from departmental resources that support specific activities of the basic and clinical science departments.
- **0248 – Unrestricted Gifts** – includes unrestricted gifts that are controlled by the basic and clinical science departments.
- **0249 & 0259 – Industry Grants** – includes clinical trial and research projects sponsored by pharmaceutical companies and industries.

025X SERIES

- **0253 – National Institute of Health (NIH) Training Grants** – includes grants awarded by NIH for trainees, pre-doc and post docs, as well as training-related costs.
- **0254 – NIH Fellowships** - includes *career awards* that allow the recipients to pursue their research in multi-disciplinary projects and *program grants* that are multi-disciplinary and are divided into core and sub-projects involving several investigators.

- **0255 – NIH Research Grants** - includes research projects for individual principal investigators and also other special program grants such as the clinical and cooperative research centers.
- **0256 – NSF Research Grants** - includes all grants awarded from the National Science Foundation.
- **0257 – Education Research Grants** – includes all grant awards from the Federal Department of Education.
- **0258 – Other Federal Contracts** – includes direct contracts from Federal Agencies and Federal subcontracts awarded to MSSM principal investigators from other Universities for collaborative research.

026X SERIES

- **0263 – FPA Income** – Account series used for clinical department faculty practices.
- **0264 – FPA Income** - Account series used for clinical department faculty practices.
- **0265 – FPA Overhead** – Account series used to record overhead expenses incurred by clinical department faculty practices.

- **0266 – Non Federal Research** – includes grants awarded for research and clinical activities from foundations, state and city governments.
- **0267 – Faculty Fellowships** – includes fellowships awarded to faculty members from foundations and other sponsoring agencies.
- **0268 – Student Scholarships/Fellowships** – includes restricted income accounts and scholarships. Endowed Scholarships' income is credited to these accounts for awards to students. These accounts are controlled predominantly by the Department of Medical Education, Division of Student Financial Services.
- **0269 – Agency Funds** – includes pass through funds for professional organizations.

027X SERIES – These ledger groups comprise the School's endowment funds. These accounts are restricted, and cannot be charged under any circumstances. These funds are invested in the Mount Sinai Master Pool. Income generated from the investments supporting these funds is recorded in endowment income accounts that can be charged. The income accounts are in the 0285, 0268 and 0246 ledger groups.

The following list represents the ledger groups that are endowed funds.

- **0273 – Student Loan Funds**

- **0274 – Endowed Chairs and Professorships**
- **0275 – Endowed Faculty Fellowships**
- **0276 – Prizes and Lectures**
- **0277 – Student Scholarships**
- **0278 – Research Endowments**
- **0279 – Endowed Research Centers**

028X SERIES – includes temporarily restricted funds. These ledgers (with the exception of the 0286 ledger series) include funds whose use by the School has been limited by donors to a specific time period or purpose. Most of the temporarily restricted income accounts reside in the 0285 ledger series. *Please contact the Director of Finance at 212.731.3422 with any questions about the restrictions associated with the 0285 ledger accounts.*

- **0283 – School's Share of the Student Loan** – This account relates to restricted funds used for student loans; these funds were created with Mount Sinai's internal funding.
- **0284 – Student Loan Income Funds** – These are the same as the 0283 accounts except that initial funding source was obtained from private donors.

- **0285 – Specific Purpose Fund** – Temporarily restricted gift and endowment income accounts controlled by the basic and clinical science departments.

The unexpended fund balances are from either income distributed from an endowment fund or a temporarily restricted gift made by a donor. In either case, the institution satisfies the donor restrictions by spending within the parameters restricted by the donor, at which time the funds are ‘released from restriction’. In most cases, this ‘release from restriction’ will be a charge against the fund balance.

- **0286 – Unrestricted School Endowment** – Includes School funds / gifts functioning as endowments (Quasi-endowments).
- **0287 – Endowment Income - Temporarily Restricted**
- **0289 – Incentive Program - Unrestricted** – This account series relates to the School of Medicine’s Departmental Incentive Plan for both the Margin Incentive Program and the Growth Incentive Program. These funds assist the departments with acquiring reserves for strategic investments and are used at the Department discretion.

029X SERIES

- **0293 – Plant Funds** – This account series includes primarily the expended Plant Fund. This fund balance

represents the equity ownership interest the School has in property, plant and equipment that is in service: The fund grows as capital projects are funded and as principal payments on debt financed capital projects are made. The fund decreases only as depreciation expense is charged based on the estimated useful lives of the property, plant and equipment.

- **0294 – Project Funds** – Includes capital projects in progress. When capital funding is transferred into the 93 ledger to fund the capital project, a 94 ledger project account is created to account for the costs of the project. When the project is complete, the 94 project account is closed and capitalized to plant in service.