

Classification: Financial Management

Approving Authority: President

Responsible Authority: Vice President of Administration and Finance

Implementing Authority: Grants Office

Effective Date: May 2025

Review: April 2028

Voucher for Salary Allocation on Grants - Policy & Procedures

1.0 Purpose

- 1.1 The policy provides a framework for the accurate allocation of salaries to federal and other applicable grants at the American University of Iraq - Baghdad, ensuring that such allocations reflect the actual effort expended on grant-related activities and comply with both federal requirements and internal AUIB financial controls.

2.0 Scope

- 2.1 This policy applies to all faculty and staff who are involved in donor-funded projects and whose salaries are charged, in whole or in part, to grants.

3.0 Definitions

- 3.1 Voucher for salary allocation - A document used to justify the allocation of salaries to grants based on the actual effort reported by employees in relation to their grant responsibilities.
- 3.2 Grants - external funding provided by donors or federal agencies to support specific research or project activities.
- 3.3 Cost sharing - contributions from AUIB or partners, directly or in-kind, that support the scope of work defined by a federally funded grant.

4.0 Policy

- 4.1 All salary charges to federal grants must be substantiated through the Voucher for Salary Allocation, which evidences the actual effort devoted to the grant-related activities.
- 4.2 Each voucher must include detailed information about the employee's role, the period of activity, the percentage of effort dedicated to the grant, and the corresponding salary amount charged to the grant.
- 4.3 The voucher must be prepared by the employee, reviewed by their supervisor, and validated by Human Resources to ensure accuracy and completeness.
- 4.4 The Vice President of Research (VPR) is responsible for overseeing the compliance of salary allocations with federal regulations and university policy, and the Office of Institutional Advancement is responsible for overseeing the compliance of salary allocations with any regulations on non-federal grants, including the resolution of any discrepancies identified during the voucher review process.
- 4.5 Vouchers must occur at least quarterly.

5.0 Procedures

- 5.1 Employees responsible for grant activities must complete the Voucher for Salary Allocation at the end of each reporting period and detail the grant-related activities performed and their relation to the grant objectives.
- 5.2 Supervisors must review the voucher for accuracy and relevance of the activities to the grant objectives.
- 5.3 Human Resources validates the percentage of effort and salary allocation before the voucher is finalized.
- 5.4 Finalized vouchers must be submitted to the Grants Office for review, audit, and record-keeping.
- 5.5 The Grants Office will maintain all vouchers and support documentation for a minimum of seven years, consistent with federal audit requirements.
- 5.6 The Grants Office will conduct regular periodic reviews of vouchers to ensure ongoing compliance with federal regulations and internal AUIB policies.
- 5.7 Discrepancies or non-compliance identified will be addressed through corrective actions, including potential reallocation of funds or reimbursement to donors or federal agencies as necessary.

Related Policies and Documents

Conflict of Interest in Research Policy

Grant Management Policy

Payroll Processing Policy

Appendices

Appendix A: Voucher for Salary Allocation Form

Appendix B: Example of a Completed Periodic Review and Certification of Effort Form

Appendix C: Federal Regulations on Effort Reporting

Appendix A: Voucher for Salary Allocation Form

Voucher for Salary Allocation

Date: _____ Grant Identifier: _____

Voucher #: _____ Funder: _____

Employee Information

Name	Position	Pay Period (Date Range)	Grant Level of Effort	Total Salary / Consulting	% Allocated to Grant	Amount Charged to Grant	Remainder Cost Share	Amount Cost Share
Effort Conducted During Period: (Include details on how the effort is related to the grant objectives)			1.					
Effort Conducted During Period: (Include details on how the effort is related to the grant objectives)			1.					

Total Amount to Transfer from Grant Account: _____ Total Amount to Transfer from Grant Account: _____

Supporting Documents Attached:

- Payroll Records
- Additional Timesheet Required: No

Employee Prepared: _____
Name
Title

Supervisor Approved: _____
Name
Title

Human Resources Validated: _____
Name
Title

	Yes	No	If no, issue needing resolution	Date	Signature
Approved by Grants Office:					
Transaction Credited by Finance Department:					

Appendix B: Example of a Completed Periodic Review and Certification of Effort Form

Organization Information	
Organization Name:	American University of Iraq-Baghdad
Grant Funder(s):	Bureau of Near Eastern Affairs, Department of State
Grant Number(s):	
Certification Period:	July 1, 2024 – December 31, 2024
Employee Information	
Name:	
Position Title:	
Department:	

Statement of Effort

The distribution of effort represented below reasonably reflects the work performed by the employee during the certification period in relation to the total institutional activities for which they are compensated.

Effort Allocation		
Grant or Project Title	Grant Number	% of Total Effort
Grant Title 1	Grant Number	%
Grant Title 2	Grant Number	%
Other Institutional Activities (non-grant)	--	%
Total		100%

Note: total level of effort cannot exceed 100%

Certification

I certify that the above represents a reasonable estimation of the work performed by the employee during the certification period relative to the total compensated activities. This certification is based on my knowledge, salary, and other supporting information, which I have reviewed.

Employee Certification

Signature: _____
Date: _____

Human Resources Certification:

Signature: _____
Name: _____
Title: _____
Date: _____

Supervisor Certification

Signature: _____
Name: _____
Title: _____
Date: _____

Instructions

- **Employee:** Please review the Effort Allocation above and confirm that it accurately reflects your total effort across all AUIB institutional activities.
- **Supervisor:** Confirm that the effort allocations listed are accurate and based on the records and evidence such as any project reports, deliverables, meeting updates, and other documentation.
- **Human Resources Official:** Review and verify the accuracy of the information and completeness of job description reflecting duties pertaining to grant projects and institutional activities.

Notes

- This form must be completed and signed at the end of each certification period. AUIB utilizes a certification period of every six (6) months.
- Any changes in effort distribution as compared to the planned effort should be noted and justified in the space provided below.

Changes and Justifications (if applicable)

(Provide details of any significant deviations from the planned effort and reasons.)

Appendix C: Federal Regulations on Effort Reporting Document Retention

Keep this form and all related supporting documentation accessible for review during audits and as required by AUIB record retention policies consistent with United States Government Federal regulations.

Document Purpose

- Under **2 CFR §200.430(i)**, compensation for personal services must be supported by accurate records that reflect the work performed. Certifying effort ensures compliance with this requirement. Certification occurs retroactively based on actual effort.
- Certifications at AUIB are conducted semi-annually (every six (6) months). Each certification period should cover all work performed in that period.
- The primary purpose is to confirm that the salary disbursed from the grant funds corresponds accurately to the percentage of time the employee dedicated to the grant. This approach helps prevent discrepancies and the need for adjustments or repayments due to inaccurate effort reporting.