

## Current and Pending Support Documents – Internal Guidance

### Summary/Purpose:

To describe the tracking of current and pending support to ensure consistency and compliance with federal requirements.

### Internal Requirements:

As some may be aware, OSPA is transitioning to the use of an electronic research administration system, Quali Research (KR), to be released to the campus community for use in the near future. As OSPA has begun to internally transition to the use of KR to track proposals and awards, we would like to ensure that the campus community is aware of current and pending requirements and definitions and that processes are being followed consistently. This will help guide personnel once KR is released campus-wide.

There are currently two internal sources from which effort for current and pending support is tracked: the proposal budget and the proposal checklist.

Proposal budget: includes effort for which salary is requested and/or included as cost share.

Proposal checklist: includes effort committed to the project but NOT reported to the sponsor as salary or cost share. This is entered on the checklist as a *percentage* of the PI/co-PIs' SIUC-funded appointment.

For example, if a PI with a 9-month appointment enters 5% on the checklist, this would equal .45 person-months that they are committing to the project *in addition to* anything reported to the sponsor as a salary request or as cost share.

EFFORT	
SIUC-FUNDED EFFORT: <b>Required</b> Indicate the percentage of your total appointment that will be committed to this project <b>not including salary reported to the sponsoring agency</b> , whether as a salary request or cost share.	
Name	% of Effort of PI's Total Appointment
John Smith	5

**\*\*If a PI wishes to update the effort reported on the proposal checklist after the appropriate levels of authority (Director and Dean or equivalents) have signed, an updated checklist will need to be approved showing the new effort, and the effort will be updated in KR.**

While we are currently showing a percentage on the proposal checklist, this will become person-months once we fully transition to KR, and project personnel will be entering efforts individually. Every SIU employee will then be able to extract a current and pending support report directly from KR. Following this guidance will ensure that current and pending support is consistent and accurate and can save investigators and OSPA staff time in reviewing documents.

We're providing this information because the Federal Government has been placing additional scrutiny on current and pending support and the impact on federal research. Our office is tasked with ensuring that our reporting is consistent and compliant. The federal updates can be accessed on individual sponsor websites, or OSPA's website [here](#). If you have any questions related to current and pending support being reported at the proposal or just-in-time stage, please contact your assigned OSPA team member. For questions on how to report changes to current and pending support at the award stage, please email [contracts@siu.edu](mailto:contracts@siu.edu).