Please note that for audit purposes, all 10.12 forms, need to be submitted and approved prior to any work being performed.

The proper procedures are below for 10.12 forms. Please note that the improper processing of these forms may result in delays and in the worst-case scenario may jeopardize the availability of grant funds. Thank you in advance for your cooperation.

- Type in your name, title, and department.
- Type in the estimated number of hours, rounding up or down to the nearest quarter hour.
- Type in your hourly rate of pay, this cannot exceed your Institutional Base Rate (IBS Rate).
- Type in your Projected compensation (# of hours multiplied by the hourly rate of pay).
- Type in the banner index of the grant account to be charged.
- Type an "X" in the appropriate box, as to whether your grant is federally funded or not.
- Please indicate the Quarter that the services are to be performed.
    - If the service to be performed is less than 3 months, please indicate the time period the work is to be performed. Dates should be in MM/DD/YYY format (i.e., 01/01/2022-03/31/2022).
- Describe in detail the work that is to be performed (you can attach a word document if you need more room).
- Once you have completed your form, please e-mail your completed form to the Office of Post-Award Grants. Our office will route your 10.12 form electronically for signature, to comply with audit requirements for "virtual signed" documents. Please DO NOT sign the form.
    - Please let me know who your "Hiring Officer" will be. This can be a Co-PI, your Department Chair or your Dean, this person should have "first-hand" knowledge of your work.
- The Office of Post-Award Grants will e-mail the original signed form to you, once all the signatures have been obtained.

<u>Once the work has been completed:</u>

- 10.12 Forms will be automatically routed for signature at the end of each quarter.
    - If your work is completed early or is less than three months, please send an e-mail to the Office of Post-Award Grants informing us that the work has been completed, as stated on the form, and the number of hours worked.

- o Please let us know if there are any changes needed to the dates the work is performed.
  - o Once the Office of Post-Award Grants receives your e-mail that the work has been completed, we will electronically route your 10.12 form for final signatures.
- Your research log will need to be completed and e-mailed to PAGrants@ccsu.edu prior to your 10.12 form being routed to Human Resources for payment.
- Your research log must reflect at least the number of hours you are being paid for.
- Once we have received both the fully signed 10.12 form and research log, the Office of Post-Award Grants will then send your completed form electronically to Human Resources for processing and payment.