Wichita State University -- Completion of the OHR 420/Research Change of Effort and Funding

The OHR 420/Research Change of Effort and Funding form is used to show any change in effort and funding of a position or employee that is partially or totally grant funded and/or contract funded. The Principal Investigator of the grant should either complete a rough draft showing the payroll changes or contact the Office of Research Administration by e-mail to Linda.Hager@wichita.edu to have ORA complete the form (e-mail communication is preferred).

If an employee is transferring to another organization, it is the responsibility of the new organization to complete both the Current Status and New Status of the change of status form. Wichita State University is one employer – transfer and/or promotion to another organization within the University is not a resignation from the current organization.

1. Complete the Prepared by information (at the top of the form) with your name, campus phone number, date the paperwork is prepared, and the Principal Investigator's name.

2. Check a box to indicate whether this is Research Release, Cost Share or Revised paperwork. (Research Release is releasing to work on a grant from your state funded position, Cost Share is putting a certain percentage of your salary into a cost sharing account (i.e. Gxxxxx, Fxxxxx, Mxxxxx or Cxxxxx) and Revised is to correct a previous form.)

3. Include the full name and myWSU ID# of the employee whose status is being changed.

4. Note the employee's title, organization name, effective dates for this change of effort and funding, the reason for status change and whether the position is unclassified or classified.

5. The Current Status section of the form should indicate payroll amount, whether it's salaried/biweekly or hourly, and the grade/step if a classified position. Note whether the position has been designated as exempt or non-exempt.
   - Complete columns for each organization and/or funding -- funding percentage must equal 100%.

6. The New Status section of the form should have all fields completely filled out.

7. The Pay Schedule must indicate the number of bi-weeks to be paid and any partial payroll dates with the corresponding pay. Also enter the org# and the fund#.

8. The Office of Research Administration must be notified by the Principal Investigator, by e-mail, of their payroll requirements concerning their grant. At that time, ORA will review and/or finalize the OHR 420 for the grant employee. The Office of Research Administration will take the OHR 420 to the Principal Investigator for their signature and send the Dean of the College a copy for their records. After receiving the Principal Investigator’s signature, the ORA will sign and forward the OHR 420 with any supporting documentation to the Office of the Provost, campus box #13, attention Dr. Martha Shawver.