Random Moment Sampling Process Flowchart

Random Moment Sampling is a federally accepted cost allocation method for documenting the time spent on activities and allocating it to federal awards. The department polls employees at random moments over a given time period and tallies the results of the polling for that time period. The resulting summary accurately represents how the group of employees spent their time.

Below is a flowchart of a random moment sample's lifecycle.

Participant receives first notification of new sample.

Participant completes sample.

True → Participant is randomly selected for 10% QA subsample.

True → Participant completes extra subsample question.

RMS QA Administrator reviews response.

Follow-up required?

True → QA Admin contacts participant for clarification.

Participant provides clarification to QA Admin

False → Sample is invalid and cannot be used.

False → Sample is complete!

False → Participant completes sample.

Have exactly 4 hours passed?

True → Participant and participant's supervisor receive another reminder e-mail

False → Have exactly 24 hours passed?

True → Participant and participant's supervisor receive another reminder e-mail

False → Have exactly 28 hours passed?

True → Participant, participant's supervisor, and participant's RMS Coordinator receive another reminder e-mail

False → Have exactly 47 hours passed?

True → Participant, participant's supervisor, and participant's RMS Coordinator receive another reminder e-mail

False → 48 hours have passed. Sample expires and cannot be used.

True → Sample is complete!