

Date: September 11, 2001
To: Department of Medicine Faculty
From: Erica Webber
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Subject: Effort on sponsored projects

In response to many excellent questions about the policies and guidelines regulating the commitment of professional effort to sponsored projects, I have prepared a summary of related campus and external policies, as well as the few areas of flexibility regarding effort overlap on sponsored projects.

Policy – professional effort on sponsored projects

Effort is defined by the NIH and our campus as an individual's time devoted to professional activities, irrespective of the total hours worked. By this definition, an individual can never exceed 100% effort.

Campus policy limits the amount of faculty salary and effort on sponsored projects to 95% for all but the Adjunct series. A minimum of 5% salary must be on unrestricted funding in recognition of faculty time spent on the patient care, teaching, and public service missions of the University.

Campus and federal policy prohibits the overlap of effort. In general, a given percent effort, whether paid or donated, may only be committed once. That same effort may not also be committed to another project.

Accordingly, any effort donated to a project requires a PI or division unrestricted funding source to cover the corresponding percentage of salary and benefits.

Possible exceptions

The areas of flexibility regarding effort overlap are:

- Mentor effort on a training grant may appropriately overlap with PI effort on a research grant
- Sponsor effort on a fellowship award may similarly overlap with PI effort on a research grant
- NIH grant effort may overlap with related effort on a separate award at the discretion of the program and grants management officers. If allowed and one of the awards is non-federal, the non-federal award must at least partially cover the overlapped effort.

Departmental review and additional guidance

Prior to departmental approval of proposals, the department reviews the commitment of effort, budget, and other support pages for compliance with the policies regarding effort on sponsored projects. Your research services analyst can provide further guidance on whether one of the above exceptions may be applicable for a given project or proposal, or any other questions related to professional effort on sponsored projects. You are also always welcome to contact me with comments or questions at 502-4896.

cc: Lee Goldman, MD
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