

*This communication was directed to all Faculty members, Department Managers, Financial Administrators, RSAs, Post-Award Administrators, and all effort certifiers for federally funded sponsored projects on July 20, 2011.*

### **Allowable Effort on Federally Funded Sponsored Projects**

This communication superseded the October 31, 1996, memo from Dorothy Bainton, Vice Chancellor, Academic Affairs, entitled "UCSF Academic Policy: Maximum Salary Charge to Extramural Sponsored Research".

The following information clarifies current UCSF campus practices regarding effort commitment on sponsored projects:

Per academic policy [APM -110](#), faculty are responsible for (1) teaching, (2) research and other creative work, (3) other professional activity, and (4) University and public service.

Some sponsor agencies, such as agencies of the federal government (e.g., NIH), prohibit faculty from devoting 100% of their effort to sponsored activities when their academic appointment requires them to be engaged in non-sponsored activities. As such, the following activities must be paid from sources other than sponsor funds unless they are specifically approved activities of a sponsored project:

- Teaching
- Clinical and professional activities such as seeing patients outside of the context of a sponsored human subject study, patient consultation, patient care, etc.
- University and public service (University service includes institutional governance, service on institutional committees, and department administrative activities)
- Preparation of new or competing proposals (unless current funding allows it, such as a K award)

Please note that some contracts and grants, most notably mentored K awards, allow or require faculty to participate in teaching/mentoring and/or clinical activities as part of the grant objectives.

Faculty and department administrators should regularly review proposed efforts to ensure that sponsor terms and conditions are met, with particular attention to the effort spent on sponsored activities in relation to the other activities required of a faculty member. Over the course of a fiscal year, consideration for the amount of time spent preparing competitive proposals or working on institutional and department administrative work must be evaluated to ensure that funds are available to support these activities from non-sponsored sources:

- Faculty in the In-Residence series must have at least 5% effort from a non-contract or grant source.
- Faculty in the Adjunct series must have at least 5% effort from a non-contract or grant source in any quarter in which he/she prepares a proposal.

### **Who to Contact**

Questions regarding effort reporting should be directed to post-award compliance at [EMFCompliance@ucsf.edu](mailto:EMFCompliance@ucsf.edu)

### **References**

FAQs relating to effort reporting are available on the Controller's website at <http://controller.ucsf.edu/pam/>