

## Part 2: Managing Effort on Sponsored Projects

Dawn Caffrey – Senior Cost Accounting Analyst,  
Financial & Cost Accounting Services





Joshua Tyack – Research Administrator Sr.,  
Sponsored Project Administration



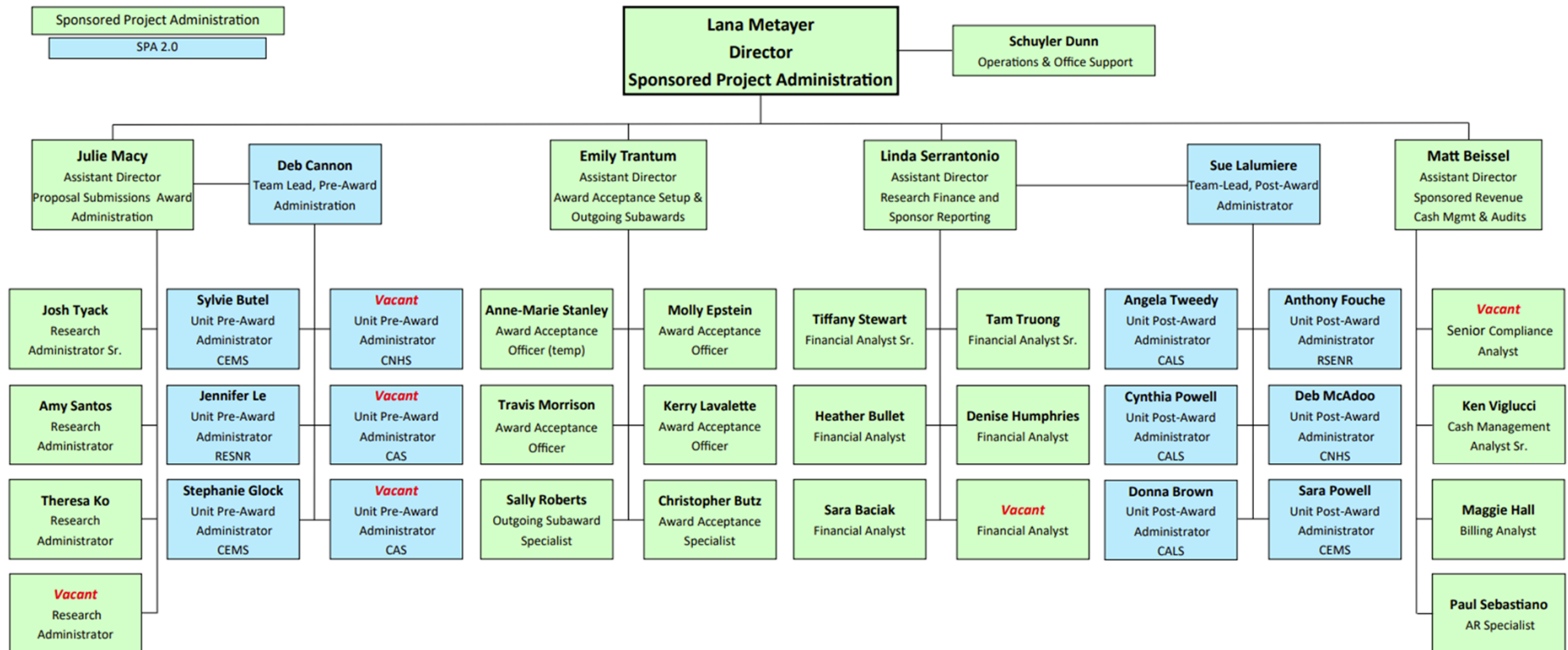
The University of Vermont

# Financial & Cost Accounting Services

(University Financial Services unit in Division of Finance)

Photo	Name/Email	Title
	<u><a href="#">Lindsey Donovan</a></u>	Associate Controller
	<u><a href="#">Dawn Caffrey</a></u>	Senior Cost Accountant
	<u><a href="#">Patty Dubie</a></u>	Senior Staff Accountant
	<u><a href="#">Renee Hunt</a></u>	Financial Reporting Analyst
	<u><a href="#">Sharon Bergeron</a></u>	AR/Billing Specialist
	<u><a href="#">Reiko Choiniere</a></u>	Fixed Asset Accountant
	<u><a href="#">Jennie Keenan</a></u>	General Accounting Manager
	<u><a href="#">Malik Sevlic</a></u>	Reconciliation & Petty Cash Specialist
	<u><a href="#">Marie Tiemann</a></u>	Endowment Accountant

# Sponsored Project Administration Org Chart



# SPA EDU 22/23 School Year Sessions

Topic	Course	Date	Time
<u>UVMClick New Proposal Creation and Completion of Funding Proposal Smartforms</u>	POL036	Sept 21, 2022	9:00AM-10:30AM
<u>Introduction to Sponsored Project Administration (PDF)</u>	POL012	Oct 4, 2022	1:00PM-2:30PM
<u>Budget Building for Proposal Development</u>	POL034	Oct 14, 2022	2:00PM-3:30PM
<u>Reviewing and Understanding Sponsored Agreements</u>	POL039	Nov 9, 2022	10:00AM-11:30AM
<u>Cost Transfers on Sponsored Projects</u>	POL021	Nov 16, 2022	1:00PM-2:30PM
<u>Cost Sharing on Sponsored Projects</u>	POL022	Jan 18, 2023	9:00AM-10:30AM
<u>Part 1: Personnel Effort on Sponsored Project Proposals</u>	POL042	Feb 14, 2023	9:00AM-10:30AM
<u>Part 2: Managing Effort on Sponsored Projects</u>	CPT044	March 23, 2023	9:00AM-11:00AM
<u>Award Acceptance for Sponsored Agreements &amp; Establishment of Advance Accounts</u>	POL020	March 28, 2023	9:30AM-11:00AM
<u>Proposal Submission to National Science Foundation</u>	POL043	April 19, 2023	9:00AM-10:30AM
<u>Sponsored Project Financial Reporting and Closeout</u>	POL024	April 27, 2023	1:30PM-3:00PM
<u>SPA &amp; Outgoing Sub-Awards</u>	POL010	May 10, 2023	9:00AM-10:30AM
<u>Proposal Submission to NIH in UVMClick</u>	POL038	May 24, 2023	9:00AM-10:30AM

<https://www.uvm.edu/spa/education-and-learning>

# Presentation Guidelines

- ▶ **Mute**: Please mute your microphone.
- ▶ **Chat**: Please feel free to use the chat feature to ask a question.
- ▶ **Hand raise**: Feel free to use the hand raise feature if you would like to ask your question that way.
- ▶ **If your questions did not get answered** please email Dawn Caffrey.
- ▶ **This session is being recorded**. Slides will also posted to: <https://www.uvm.edu/finance/effort-management-reporting>

# Agenda

- ▶ **Quarterly verifications at UVM (who, why)**
- ▶ **PeopleSoft - Sponsored Effort Commitment Tools**
  - Commitments by Person
  - Distributions by Person
  - Documentation
- ▶ **PI Portal - Commitments by Project**
  - Personnel Commitments
  - Tips for reviewing all personnel on projects
- ▶ **Demo in PeopleSoft**
- ▶ **Quarterly Verification Planning and Considerations**
- ▶ **Open lab**

## DFA org chart (PDF)



## Our Finance Services

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• <a href="#">Accounts Payable</a></li> <li>• <a href="#">Accounts Receivable/Billing</a></li> <li>• <a href="#">Administrative Business Services (ABSC)</a></li> <li>• <a href="#">Benefit Rates</a></li> <li>• <a href="#">Budgeting by Fund</a></li> <li>• <a href="#">Cash Receipts &amp; Deposits</a></li> <li>• <a href="#">Cell Phone Reimbursement</a></li> <li>• <a href="#">Chart of Accounts</a></li> <li>• <a href="#">Costs on Sponsored Agreements</a></li> <li>• <a href="#">Cost Transfers</a></li> <li>• <a href="#">Course &amp; Program Fees</a></li> <li>• <a href="#">Debt Management</a></li> <li>• <a href="#">Effort Management &amp; Reporting</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Employee vs. Independent Contractor Determination</a></li> <li>• <a href="#">F&amp;A Costs &amp; Rates</a></li> <li>• <a href="#">Financial Reporting</a></li> <li>• <a href="#">Fixed Assets</a></li> <li>• <a href="#">Fuel Card Program</a></li> <li>• <a href="#">Gifts &amp; Endowments</a></li> <li>• <a href="#">Incentive-based Budgeting</a></li> <li>• <a href="#">Insurance Expense Accounting</a></li> <li>• <a href="#">Lease Administration</a></li> <li>• <a href="#">Monthly Closing</a></li> <li>• <a href="#">Movable Equipment</a></li> <li>• <a href="#">Non-sponsored Projects</a></li> <li>• <a href="#">Payroll</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Petty Cash</a></li> <li>• <a href="#">Print &amp; Mail Services</a></li> <li>• <a href="#">Private Business Use</a></li> <li>• <a href="#">PurCard</a></li> <li>• <a href="#">Purchasing &amp; Contracts</a></li> <li>• <a href="#">Research Study Participant Payments</a></li> <li>• <a href="#">Revenue-Generating Activity Guide</a></li> <li>• <a href="#">Space &amp; Equipment Inventory</a></li> <li>• <a href="#">Tax Information</a></li> <li>• <a href="#">Travel &amp; Expense</a></li> <li>• <a href="#">Treasury Management</a></li> <li>• <a href="#">UVM Bookstore</a></li> <li>• <a href="#">Year-end Closing</a></li> </ul> |
|---|--|--|



## Effort Management & Reporting

As a recipient of sponsored funds, UVM must assure sponsors that the "effort" (assignment of time and associated salary costs) charged to their sponsored agreements is equitable and distinguishable from those charged to other activities, and effectively managed within the parameters of sponsors' requirements. UVM relies on the framework for effort reporting provided by federal regulations, principally the Office of Management and Budget's Uniform Guidance for Federal Awards. Financial & Cost Accounting Services, part of University Financial Services, oversees the University's effort management and reporting system in accordance with the Effort Management and Reporting on Sponsored Agreements Policy (PDF).

**Effort management** is the budgeting, planning, and monitoring of someone's effort for a specific period of time such as a budget period. Effective effort management ensures that effort commitments to sponsors within the context of all UVM-compensated activities are included in someone's 100% effort. **Effort reporting** is the federally mandated process by which the salary charged to a sponsored agreement is certified as being reasonable in relation to work performed on the sponsored agreement.

### PeopleSoft PI Portal: Effort Verification & Management - NEW January 2022

As of January 2022, the PeopleSoft PI Portal is replacing the ERS CEM module. The PI Portal provides an efficient tool for faculty to manage their awarded commitments on sponsored agreements. The risk of not meeting sponsor regulations is mitigated through the use of this important effort management tool.

#### USER GUIDES ▾

#### QUARTERLY EFFORT VERIFICATION QUESTIONS TO CONSIDER ▾

#### QUARTERLY EFFORT VERIFICATION STEPS ▾

#### COSTS ON SPONSORED AGREEMENTS

#### COST TRANSFERS INVOLVING SPONSORED PROJECTS

#### EFFORT MANAGEMENT & REPORTING

##### Key Resources

- Effort Verification training presentation (MP4) (1:30:48)
- Effort Verification - PI Portal training (PDF)
- ERS Overview (PDF) (UVM login required)

[ERS LOGIN](#)

##### Policies ▾


##### User Guides ▲

##### COMMITMENTS: PI PORTAL







- Effort Verification (PDF)
- PI Portal (PDF)



# MYUVM employee tab




Welcome, Dawn  
You are currently logged in.



BlackboardPeopleSoftSoftwareUVMHomeEmailLogout

EmployeeLibraryAlumniHelp

UVM Forward



Announcements

Want to register for courses?

Emergency Resources

- Emergency Management

External Websites

- Burlington Free Press
- WCAX
- Chronicle of Higher Education
- Staples Online
- VT 511 Traffic Info

FAR Navigate

PeopleSoft

- Human Resources
- Financials
- PeopleSoft Classes
- PeopleSoft Email Help (Footprints)
- PeopleSoft Access Request
- PeopleSoft User Guides

Banner Administrative Pages

Banner Administrative Pages

If you need access to Banner Administrative Pages (formerly Banner INB), please complete the Banner Access Request Form.

Human Resource Services Quick Links

- HRS Main Page
- HRS Forms
- Benefit Plan Providers
- Staff Handbook
- University and University Officers' Manual
- New Employees (Orientation)
- PeopleAdmin (Jobs at UVM)

Tools for Employees

- Calendar
- Event Management
- FAMIS
- Footprints at UVM
- Kronos
- LinkedIn Learning (Lynda Training)
- Listserv
- Software Downloads
- Webfiles
- WebXtender (non-Banner databases)

*The above applications may require a separate login.*

Quick Links for Employees

- A to Z
- Bookstore
- Calendar of Events
- Call Pilot Voicemail Guide
- Campus Map
- CATcard Service Center
- Continuing and Distance Education
- Course Catalogue
- Davis Center
- Directory
- Disbursement Center
- Email (Network) Account Management
- Effort Reporting System (ERS) Login
- File Transfer Service

Certification only after  
March 4th, 2022

## Conducting Effort Verifications - Who?

All individuals who have payroll charged directly or as cost share to a sponsored agreement including a review of any key personnel with commitments on sponsored projects.

### Semi-Monthly Employees

- ▶ Faculty & key personnel will have a Sponsored Effort Commitments page to be reviewed.
- ▶ NOTE: Semi-monthly employees will continue to certify in ERS once a year (Kronos will likely as well for FY24 effort. More to come.)

### Bi-weekly hourly employees

- ▶ Actuals are charged and certified at the time hours are submitted by employee
- ▶ No budget estimates to modify
- ▶ Effort verified by PI/Co-PI

**Note:** Pre/Post Doc trainees/fellows who receive stipends from a sponsored agreement do not certify, but are required to be verified quarterly.

## Conducting Effort Verifications - Who?

**Commitments in PI Portal - Source data entered by SPA during award set up.**

- ▶ Principal Investigator
- ▶ Co-PI
- ▶ Named Personnel
- ▶ Faculty: Non-key personnel

NOTE: If commitments are entered incorrectly at the time of award set up you should contact [SPA@uvm.edu](mailto:SPA@uvm.edu) and ask that the source data be corrected. Once they have confirmed that the correction has been made you will see the update in the PI Portal the following day.

# Conducting Effort Verifications - Who?

## No Commitments in PI Portal:

- ▶ Lab techs
- ▶ Graduate students
- ▶ Other non-key staff
- ▶ Pre/Post Doc trainees/fellows
  - (payroll is excluded from effort reporting)

The PI/Co-PI is still responsible for verifying their effort and payroll charges on a quarterly basis. The PI Portal is a useful tool for verifying their effort.

# “Plan-Confirmation” Approach at UVM

## Budget, monitor and adjust effort plan (Plan)

- ▶ Establish/update effort plans on sponsored agreements
- ▶ Use planned effort to distribute payroll on sponsored agreements
- ▶ Conduct quarterly verifications of effort commitments and make changes to reflect actual effort.

## Annual certification of Payroll Charges (Confirmation)

- ▶ July through June certification period
- ▶ Review/certify effort during August/September time frame
- ▶ Web based certification in effort reporting system

UVM's Uniform Guidance Effort Subcommittee recommended to continue using Plan-Confirmation approach

# Effort Verifications - Federal Regulations Assessment

## **Federal Regulations** (Uniform Guidance, Effective December 26, 2014)

- ▶ Focus on Internal Controls
- ▶ COSO/Green Book models cited

## **UVM Assessment results of Uniform Guidance** (Fall 2014)

- ▶ UVM's internal controls processes align with Uniform Guidance
- ▶ Use PeopleSoft commitment tools to conduct quarterly verifications
- ▶ Annual certifications will continue in ERS (UVM's fiscal year)
- ▶ Updated IBS definition to exclude supplemental pay for “overload”
- ▶ Allow PI/Co-PI to “verify” reasonableness of effort/payroll charges



## Effort Mgmt. & Reporting Policy Update (July 2015) - Effort Verification

**Verification of Effort:** On a quarterly basis, the planned and actual effort of all employees on sponsored agreements shall be verified as reasonable by the Principal Investigators or employee. Any anticipated or retroactive significant changes of effort shall be communicated by the employee to their appropriate responsible official or designee in a timely manner.

**Charging of Salaries and Wages to Sponsored Agreements:** Salaries charged to sponsored agreements shall be based on the planned or actual effort applied by employee(s) toward those respective sponsored agreements. Wages shall be charged based on actual effort on sponsored agreements and be posted in a timely manner. All necessary payroll adjustments must be made such that the *final amount* charged to the sponsored agreement is accurate, allowable and properly allocated.

### University Effort Management and Reporting Policy

“The University’s level of precision of an employee’s effort on each sponsored agreement or activity shall be within 5% of an employee’s total effort of the activities included in the IBS.”

**Example:** 10% charged on a grant but the effort fluctuated between 8% and 12% over a 3 month period.

## Uniform Guidance 200.430 Documentation Standards of Personnel Expenses

“It is recognized that teaching, research, service, and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for Institutions of Higher Education, **a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected**”

“Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and **entered into the records in a timely manner.**”

Short term (such as one or two months) fluctuation between workload categories **need not be considered** as long as the distribution of salaries and wages is **reasonable over the longer term**”

## Effort Mgmt. & Reporting Policy Update (Sept 2020) - Effort Verification

**Required Effort Contributions from Principal Investigators:** The University of Vermont requires Principal Investigators to include some level of effort in all proposals being submitted that reflects the size and scope of the project, supports programmatic execution, award management and compliance oversight. Such proposed effort must take into account any sponsor required minimum level of effort and must average no less than 1% per budget period.

- The minimum effort requirement from PIs was edited to clarify that it is to be an average over the budget period and therefore allocated to the sponsored project when the effort is actually applied.
- 1% for budget period, not 1% for active work period (ex. 1% summer only does not meet the UVM effort policy UNLESS the award is only for the 3 summer months).
- The effort policy does not require the 1% effort to be cost shared.

## Uniform Guidance (200.308) - Effort related Sponsor Prior Approvals

- ▶ Change in a key person specified in the award document of the Federal award.
- ▶ The disengagement from the project for more than three months, or a 25 percent or greater reduction in time devoted to the project, by key personnel.
- ▶ Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

**Note:** NIH now allows effort reduction during NCE period without prior approval. However, this needs to be indicated at time of NCE request when working with SPA.

# Effort Compliance Audit Landscape

## Results of Federal Audits

- ▶ Major financial settlements with large Research Universities
  - Northwestern (\$ 5.5 million settlement)
  - John Hopkins (\$ 2.6 million settlement)
  - Harvard (\$ 3.2 million Settlement)
  - Yale (\$ 7.6 million settlement)
  - Columbia (\$ 9.0 million settlement)
  - University of Florida (\$19.875 million settlement)
  - University of North Texas Health Science Center (\$13 million settlement)
- ▶ Audits at UVM
  - ▶ Internal Audits/Investigations
  - ▶ Uniform Guidance single audit (KPMG)
  - ▶ Office of Inspector General Audits/Investigations
  - ▶ Agency specific audits





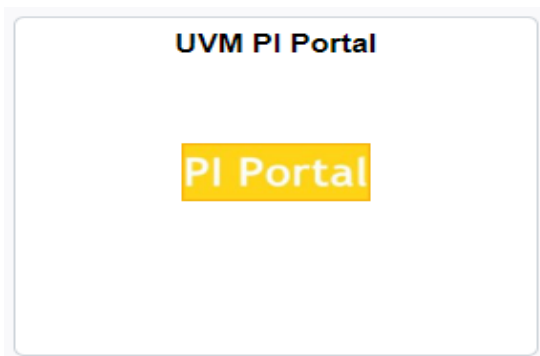
# Effort Planning and Management



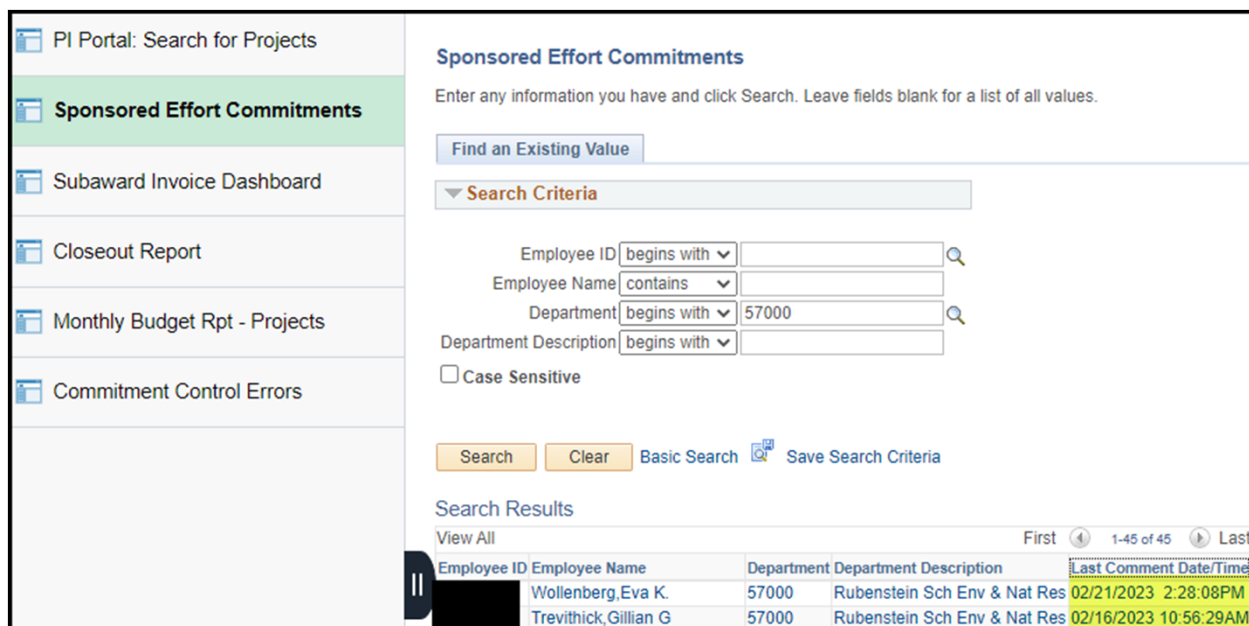


# Navigating to PeopleSoft Commitment Tools

In PeopleSoft Financials UVM Employee Homepage click on the UVM PI Portal tile.



Select the **Sponsored Effort Commitments** menu option on the left of the screen to bring up the search menu.

A screenshot of the 'Sponsored Effort Commitments' search interface in PeopleSoft. The left sidebar contains a menu with options: 'PI Portal: Search for Projects', 'Sponsored Effort Commitments' (highlighted), 'Subaward Invoice Dashboard', 'Closeout Report', 'Monthly Budget Rpt - Projects', and 'Commitment Control Errors'. The main content area is titled 'Sponsored Effort Commitments' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria section has four fields: 'Employee ID' (dropdown: 'begins with'), 'Employee Name' (dropdown: 'contains'), 'Department' (dropdown: 'begins with' with value '57000'), and 'Department Description' (dropdown: 'begins with'). There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a 'View All' link and a table of results. The table has columns: 'Employee ID', 'Employee Name', 'Department', 'Department Description', and 'Last Comment Date/Time'. The results show two entries for Department 57000, both for 'Rubenstein Sch Env & Nat Res'. The first entry is for 'Wollenberg, Eva K.' with a last comment date of '02/21/2023 2:28:08PM'. The second entry is for 'Trevithick, Gillian G.' with a last comment date of '02/16/2023 10:56:29AM'. The table is paginated, showing '1-45 of 45' results.

# PeopleSoft - Commitments by Person

**Commitments by Person** | Distributions by Person

**Sponsored Project Effort Commitments**

Employee Name [REDACTED]

Emplid [REDACTED]

Limit By Fiscal Year | Fiscal Year **2023** | Show All Years | Add/View/Edit Comments (0 Currently Exist)

Note: There are outstanding distribution change requests for this person.

Note: Key personnel effort reduction of 25% or more requires prior approval from the sponsor.

Effort is displayed as percentage of FTE.

Award	Project	Project Description	Go To Project	Empl Class	Key Personnel	Project Role	Awarded Department	Proj
1 000031352	500423	VCID and Stroke Yr 5-6	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC
2 000031352	500423	VCID and Stroke Yr 5-6	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC
3 000032786	035538	5111579	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	CLC
4 000033108	036310	R01HL141290-01A1	Go To Project	12F	Y	Named Personnel	Med-Hematology Oncology	AC
5 000034189	500170	UWSC11635 Year 3	Go To Project	12F	N	Faculty	Pathology&Laboratory Medicine	AC
6 000034189	501050	UWSC11635 Year 4	Go To Project	12F	Y	Co-PI	Pathology&Laboratory Medicine	ADY AC
7 000034190	500100	0255-B741-4609 - Yr 4	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	CLC
8 AWD00000216	037976	Admin Core Year 3	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC
9 AWD00000371	038488	Tracy C4R	Go To Project	12F	Y	Co-PI	Pathology&Laboratory Medicine	AC
10 AWD00000421	500088	Yr 2 Add Health VI ADRD	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	CLC
11 AWD00000421	501044	Yr 3 Add Health VI ADRD	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	ADY AC
12 AWD00000487	500092	Add Health VI Core Y2: 5123836	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC
13 AWD00000487	501043	Add Health VI Core Yr3: AA	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	ADY AC
14 AWD00000488	038569	Venous THrombosis	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC
15 AWD00000956	500465	Tracy PASC	Go To Project	12F	Y	Co-PI	Pathology&Laboratory Medicine	AC
16 AWD00001320	501088	Cushman Regards DNA	Go To Project	12F	Y	Principal Investigator	Med-Hematology Oncology	AC

[Return to Search](#) | [Notify](#)

Commitments by Person | Distributions by Person

Defaults to show commitments in the current fiscal year, but you can change the year or show all years with commitments.

## PeopleSoft- Commitments by Person

Project Status	Start Date	End Date	Academic	Academic Cost Share	Calendar	Calendar Cost Share	Summer	Summer Cost Share	Principal Investigator
ACTIVE	02/01/2021	07/31/2021			13.66	11.34			Cushman,Mary
ACTIVE	08/01/2021	01/31/2022			14.01	10.99			Cushman,Mary
ACTIVE	04/01/2021	03/31/2022			1.58	0.92			Cushman,Mary
ACTIVE	03/01/2021	02/28/2022			3.06	1.94			Zakai,Neil A.
ACTIVE	03/01/2022	02/28/2023			3.06	1.94			Zakai,Neil A.
ACTIVE	12/19/2020	12/18/2021			2.71	2.27			Tracy,Russell P.
ACTIVE	01/01/2021	12/31/2021			3.01	1.49			Cushman,Mary
ADVANCE ACCOUNT	01/01/2022	06/30/2022			1.69	1.71			Cushman,Mary
ACTIVE	06/01/2021	05/31/2022			14.16	10.84			Cushman,Mary
ACTIVE	10/01/2020	09/30/2021			1.85	1.15			Tracy,Russell P.
ACTIVE	10/01/2021	05/31/2022			3.00	1.68			Tracy,Russell P.
ACTIVE	01/15/2021	12/31/2021			1.12	0.88			Cushman,Mary
ADVANCE ACCOUNT	01/01/2022	06/30/2022			1.32	0.68			Cushman,Mary
ACTIVE	03/01/2021	12/31/2021			2.26	1.34			Cushman,Mary
ADVANCE ACCOUNT	01/01/2022	06/30/2022			3.27	1.73			Cushman,Mary
ACTIVE	03/15/2021	09/30/2021			6.74	4.26			Cushman,Mary

### Notes:

- Commitments are listed as a percentage, not person months.
- Tool: NIH Percent of Time & Effort to Person Months
- Cost share and salary cap are combined under the cost share columns
- Commitment data is available the day after the award set up is completed

# PeopleSoft- Commitments by Person

## Data Elements and Features

### Header

- ▶ Name and employee ID
- ▶ Option to change the fiscal year or show all years of commitments
- ▶ Alert if there is a pending distribution request for the individual
- ▶ Button to access comment page to document your reviews and action items

### Commitment Data

- ▶ PeopleSoft/UVMClick award number, project number, project description and Award Title
- ▶ “Go to Project” button
- ▶ Empl class (9 vs 12-month appointment)
- ▶ Project role and an indicator if the person is key personnel or not
- ▶ Awarded Department and PI
- ▶ Start & end date of the commitment
- ▶ Commitment percentage
  - ▶ 12-month faculty under the calendar columns
  - ▶ Non-12-month faculty under the academic and/or summer columns

## PeopleSoft - Commitments - Distributions by Person

UVM Employee

Commitments by Person **Distributions by Person**

Payroll Distributions

Name [Redacted]  
Employee ID [Redacted]

Please note that eAPF payments to an individual are not included in distribution data.

Note: There are outstanding distribution change requests for this person.

Get Payroll Distributions

Fiscal Year From 2023 Fiscal Year To 2023

- ▶ Defaults to show distribution for the current fiscal year, but you can change the year or show all years.
- ▶ eAPFs are not included in this data.
- ▶ A note is displayed if the individual has an outstanding distribution change in process.
- ▶ Click on “Get Payroll Distributions” button.
- ▶ Sort by any of the column headers.

# PeopleSoft - Commitments - Distributions by Person

Commitments by Person

Distributions by Person

Payroll Distributions

Name [REDACTED]  
Employee ID [REDACTED]

Please note that eAPF payments to an individual are not included in distribution data.

Note: There are outstanding distribution change requests for this person.

Get Payroll Distributions

Fiscal Year From 2022 Fiscal Year To 2022

▼ Payroll Distributions

Find | Download Results to Excel | First 1-18 of 18 Last

Payroll Distributions	Chartfield		Project	Description	Empl Rcd Nbr	Fiscal Year	Home Dept	Message	Effective Date	Distrib End Date	Percent	Function Description
1					0	2022	57000		07/01/2021	09/30/2021	15.00	Department Administration
2	037307		L-2019-104		0	2022	57000		07/01/2021	09/30/2021	6.00	CostShr -Rsch-Spon
3	037299		Marsden Yr 5		0	2022	57000		07/01/2021	09/30/2021	9.06	CostShr -Rsch-Spon
4					0	2022	57000		07/01/2021	09/30/2021	15.00	Instruction
5					0	2022	57000		07/01/2021	09/30/2021	33.94	Instruction - Dept Research
6	034410		2018_STO_44074		0	2022	57000		07/01/2021	09/30/2021	1.00	CostShr -Rsch-Spon
7					0	2022	57000		07/01/2021	09/30/2021	20.00	Faculty Admin Assignments
8					0	2022	57000		10/01/2021	12/31/2021	20.00	Faculty Admin Assignments
9					0	2022	57000		10/01/2021	12/31/2021	15.00	Instruction
10					0	2022	57000		10/01/2021	12/31/2021	34.94	Instruction - Dept Research
11	037307		L-2019-104		0	2022	57000		10/01/2021	12/31/2021	6.00	CostShr -Rsch-Spon
12	037299		Marsden Yr 5		0	2022	57000		10/01/2021	12/31/2021	9.06	CostShr -Rsch-Spon
13					0	2022	57000		10/01/2021	12/31/2021	15.00	Department Administration
14					0	2022	57000		01/01/2022	06/30/2022	44.00	Instruction - Dept Research
15					0	2022	57000		01/01/2022	06/30/2022	15.00	Instruction
16					0	2022	57000		01/01/2022	06/30/2022	15.00	Department Administration
17	037307		L-2019-104		0	2022	57000		01/01/2022	06/30/2022	6.00	CostShr -Rsch-Spon
18					0	2022	57000		01/01/2022	06/30/2022	20.00	Faculty Admin Assignments



# PeopleSoft - Commitments - Distributions by Person

## Data Elements and Features

### Header

- ▶ Name and employee ID
- ▶ Option to change the fiscal year or show all years of commitments
- ▶ Note that eAPF payments are not included on this tab
- ▶ Alert if there is a pending distribution request for the individual

### Payroll Distribution Details

- ▶ Project and description
- ▶ Employee record number
- ▶ Home department
- ▶ Effective dates
- ▶ Percentage
- ▶ Function description (note direct effort vs. cost share)
- ▶ Chartfields (note any in department suspense purpose code 0010 and look to see if new projects are available on the commitments by person tab)

## PeopleSoft - Commitments - Comments

Commitments by Person | Distributions by Person

### Sponsored Project Effort Commitments

Employee Name [REDACTED]

Emplid [REDACTED]

Limit By Fiscal Year | Fiscal Year: 2022 | Show All Years | Add/View/Edit Comments (0 Currently Exist)

Note: Key personnel effort reduction of 25% or more requires prior approval from the sponsor.

Effort is displayed as percentage of FTE.

### ► Document your review in the comments

- Include scope of your review
- List action items
- NOTE: This opens in a new window.
- Be sure to click the save button.

# PeopleSoft - Commitments - Comments

## Sponsored Effort Comments

### Comments

Name [REDACTED]  
Employee ID [REDACTED]

Press the + sign to add a comment.

Personalize   Find   View All   [Grid Icon]   [Print Icon]					
		First 1-2 of 2 Last			
	Edit Comment	Comments	Last Update User ID	Last Updated	
1	Edit Comment	PENDING PROPOSAL COMMITMENTS: FP00002278 7/1/22-6/30/23 at 4% (Co-Investigator) FP00002231 7/1/22-6/30/27 at 5% (Co-Investigator) FP00002134 7/1/22-6/30/24 at 2.5% (PI) FP00002329 7/1/23-6/31/21 at 12.5% (PI)	dshackle	02/02/22 12:35:42PM	+ -
2	Edit Comment	Quarterly review done with Dr. Anathy. 1). We reviewed all of his commitments and actual effort and there are no effort corrections needed for last quarter or the upcoming quarter for him. 2). Need to initiate NCE for project 123456. 3). Reviewed personnel effort on his projects and graduate student Jamie Smith is not distributed to project 987654. Notified their department administrator via notify button in that project on 2/2/2022.			+ -

Save Notify

# PI Portal - Personnel Commitments by Project

Option # 1: Access the project details using the PI Portal:  
Search for Projects search options

PI Portal: Search for Projects

Sponsored Effort Commitments

Closeout Report

Monthly Budget Rpt - Projects

Grants KK Errors

Sponsored Summary

PI Portal: Sponsored Project Search

PS Project #

Project Manager (Last,First or Partial)

PS Award ID

Award PI (Last,First or Partial)

Department

College

Sponsor Name

Sponsor Award ID (or Partial)

Retrieve

	Project Manager	PS Award	Project ID	Project
1	Anathy,Vikas	000033180	<u>035756</u>	1R01HL141364
2				

# PI Portal - Personnel Commitments by Project

Option # 2: Access the project details using the “Go To Project” button from the Commitments by Person report.

UVM PI Portal

PI Portal: Search for Projects

Sponsored Effort Commitments

Closeout Report

Monthly Budget Rpt - Projects

Grants KK Errors

Commitments by Person

Distributions by Person

Sponsored Project Effort Commitments

Employee Name [REDACTED]

Emplid [REDACTED]

Limit By Fiscal Year

Fiscal Year 2022

Show All Years

Note: Key personnel effort reduction of 25% or more requires prior approval from the sponsor.

Effort is di

Award	Project	Project Description	Go To Project	Empl Class	Key Personnel	Project Role
1 000031124	033022	1R35HL135828-05	Go To Project	12F	N	Faculty
2 000031339	035416	2R01HL136917-01	Go To Project	12F	Y	Co-PI
3 000031339	035416	2R01HL136917-01	Go To Project	12F	Y	Co-PI
4 000032558	034508	R01HL142081/1/4	Go To Project	12F	N	Faculty
5 000033180	035756	1R01HL141364	Go To Project	12F	Y	Principal Investigator
6 000033180	035756	1R01HL141364	Go To Project	12F	Y	Principal Investigator
7 AWD00000111	037591	2R01HL122383	Go To Project	12F	Y	Principal Investigator
8 AWD00000111	037591	2R01HL122383	Go To Project	12F	Y	Principal Investigator
9 AWD00000655	039186	MedChem STTR COVID19 Project	Go To Project	12F	Y	Principal Investigator

# PI Portal - Personnel Commitments by Project

## Header

- ▶ Award ID (PeopleSoft/UVMClick)
- ▶ Sponsor Award ID
- ▶ Start and End Date of the Project

**Personnel Commitments**

Project Summary

Payroll Information

Transaction Detail

Financial Documents

**Personnel Commitments**

**Personnel Commitments**

Award ID 000033180

Sponsor Award ID 1R01HL141364

Project 035756

Project Start Date 01/15/2019

End Date 12/31/2022

Note: Sponsor Approval Required for Key Personnel Changes

	Emplid	Name	Empl Class	Key Personnel	Role	Start Date	End Date
1		Anathy, Vikas	12F	Y	Principal Investigator	01/15/2019	12/31/2019
2		Anathy, Vikas	12F	Y	Principal Investigator	01/01/2020	12/31/2020
3		Anathy, Vikas	12F	Y	Principal Investigator	01/01/2021	12/31/2021
4		Anathy, Vikas	12F	Y	Principal Investigator	01/01/2022	12/31/2022
5		Suratt, Benjamin Tate		N	Faculty	01/15/2019	12/31/2019
6		Wojewoda, Christina Marie	12F	N	Faculty	01/01/2021	12/31/2021



# PI Portal - Personnel Commitments by Project

## Commitment Data

- ▶ Lists all faculty and key personnel with commitments at time of project set up
- ▶ Project role and a field to indicate if the role is key personnel
- ▶ Start and end dates of the commitments
- ▶ Commitment for direct and cost share for either calendar, academic, and summer depending on the employee class (as set up at the time for the project set up)
- ▶ NOTE: The Empl Class is blank when the individual no longer has an active employee record

Project Summary | Payroll Information | Transaction Detail | Financial Documents | Personnel Commitments

Personnel Commitments

Award ID 000033180

Sponsor Award ID 1R01HL141364

Project 035756

Project Start Date 01/15/2019

End Date 12/31/2022

Note: Sponsor Approval Required for Key Personnel Changes



Emplid	Name	Empl Class	Key Personnnel	Role	Start Date	End Date
1	Anathy, Vikas	12F	Y	Principal Investigator	01/15/2019	12/31/2019
2	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2020	12/31/2020
3	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2021	12/31/2021
4	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2022	12/31/2022
5	Suratt, Benjamin Tate		N	Faculty	01/15/2019	12/31/2019
6	Wojewoda, Christina Marie	12F	N	Faculty	01/01/2021	12/31/2021

# PI Portal - Personnel Commitments by Project

## Commitment Data

- ▶ Lists all faculty and key personnel with commitments at time of project set up
- ▶ Project role and a field to indicate if the role is key personnel
- ▶ Start and end dates of the commitments
- ▶ Commitment for direct and cost share for either calendar, academic, and summer depending on the employee class (as set up at the time for the project set up)

Personnel Changes

Personalize   Find     First 1-6 of 6 Last							
End Date	Academic	Academic Cost Share	Calendar	Calendar Cost Share	Summer	Summer Cost Share	
12/31/2019			25.00				
12/31/2020			25.00				
12/31/2021			25.00				
12/31/2022			25.00				
12/31/2019			1.67	0.33			
12/31/2021			1.14	0.36			

# PI Portal - Personnel Commitments by Project

Project Summary

Payroll Information

Transaction Detail

Financial Documents

**Personnel Commitments**

## Personnel Commitments


Award ID 000033180      Sponsor Award ID 1R01HL141364

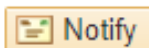
Project 035756      Project Start Date 01/15/2019      End Date 12/31/2022

Note: Sponsor Approval Required for Key Personnel Changes

Emplid	Name	Empl Class	Key Personnel	Role	Start Date	End Date
1	Anathy, Vikas	12F	Y	Principal Investigator	01/15/2019	12/31/2019
2	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2020	12/31/2020
3	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2021	12/31/2021
4	Anathy, Vikas	12F	Y	Principal Investigator	01/01/2022	12/31/2022
5	Suratt, Benjamin Tate		N	Faculty	01/15/2019	12/31/2019
6	Wojewoda, Christina Marie	12F	N	Faculty	01/01/2021	12/31/2021

## Personnel Changes

Personalize   Find    							First	1-6 of 6	Last
End Date	Academic	Academic Cost Share	Calendar	Calendar Cost Share	Summer	Summer Cost Share			
12/31/2019			25.00						
12/31/2020			25.00						
12/31/2021			25.00						
12/31/2022			25.00						
12/31/2019			1.67	0.33					
12/31/2021			1.14	0.36					



Notify

**TIP:** Use the notify button below the commitment table to contact the appropriate department administrator when distribution changes are required.


# PI Portal - Personnel Commitments by Project



Fri 1/14/2022 9:40 AM

catwf2@uvm.edu

Effort Missing From Project

To  Dawn Caffrey

Workflow Notification

Priority:

Date Sent: 2022-01-14

Sent To: [dawn.caffrey@uvm.edu](mailto:dawn.caffrey@uvm.edu)

cc:

Please click on the link below to access this transaction:

[https://catalyst-test.uvm.edu/psp/FSSUP\\_20/EMPLOYEE/ERP/c/UV\\_MODIFICATIONS.UV\\_GRANTS\\_INQUIRY.GBL?Page=UV\\_GRANTS\\_INQUIRY5&BUSINESS\\_UNIT=GCA01&PROJECT\\_ID=035756&Action=U](https://catalyst-test.uvm.edu/psp/FSSUP_20/EMPLOYEE/ERP/c/UV_MODIFICATIONS.UV_GRANTS_INQUIRY.GBL?Page=UV_GRANTS_INQUIRY5&BUSINESS_UNIT=GCA01&PROJECT_ID=035756&Action=U)

Message Text:

Please set up a distribution change to have Christina Wojewoda effort allocated to project 035756 before the 90 days past the payroll date has been reached.

**The email notification includes a hyperlink to bring the person directly into the Personnel Commitments tab of the PI Portal**



# Effort Verifications in PeopleSoft

## Objectives

- ▶ Perform After-the-fact review of interim charges (3 months)
- ▶ Perform a prospective review of anticipated effort (3 months)
- ▶ Document scope of reviews and resulting action items
- ▶ Complete action items in a timely manner



**Uniform Guidance 200.430:** The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates.

# How to monitor status?





## Payroll Expenses to Date

- |                 |  |                     |                    |                     |                       |
|-----------------|--|---------------------|--------------------|---------------------|-----------------------|
| Project Summary |  | Payroll Information | Transaction Detail | Financial Documents | Personnel Commitments |
|-----------------|--|---------------------|--------------------|---------------------|-----------------------|


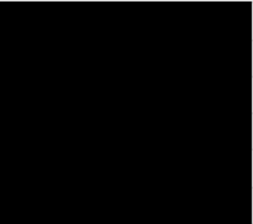
Payroll Information

Project 034410

Payroll Expenses To Date

▼ Salary Expenses To Date		Find      Download Results to Excel	1-6 of 6		Last	
	Name	Account Description	Expense Amount	Fringe Amount	Encumbered Salary Thru 6/30	Encumbered Fringe Thru 6/30
1		Graduate Research Assistants	71,739.11	6,348.81	16,772.41	1,241.16
2		Temporary Wages	16,401.00	1,765.17		
3		Student Wages Taxable	4,672.89	341.27		
4		Student Wages Taxable	4,813.13	351.93		
5		Tenure-Track Tenured	6,637.94	3,093.28		
6		Student Wages Taxable	8,303.13	729.12		

Note: Student wages, temporary wages, additional pay, including summer salary for 9-month and 10-month appointments, are not encumbered. These costs will be posted as a payroll expenditure.

# Effort Verification by Project (Including Non-Key Personnel Effort)

## Get Payroll Distributions (%)

- ▶ Defaults to current fiscal year for all semi-monthly individuals distributed to the project. However, it can be run for a range of fiscal years or EmplID
  - ▶ Is anyone missing from the project for the past and future quarters under review?
  - ▶ Are all distribution percentage reasonable for the effort?
  - ▶ Is effort allocated correctly between direct and cost share?
  - ▶ Note multiple employee record numbers for an individual.

Get Payroll Distributions									
Payroll Distributions									
Find   Download Results to Excel   First 1-3 of 3 Last									
Name	Empl ID	Empl Rcd Nbr	Fiscal Year	Home Dept	Message	Effective Date	Distrib End Date	Percent	Function Description
1 Chapina,Rosaura J		4	2022	57000	Employee not currently active in this position.	07/01/2021	06/30/2022	100.00	Rsch-Spon
2 Chapina,Rosaura J		5	2022	57000		09/01/2021	06/30/2022	100.00	Rsch-Spon
3 Stockwell,Jason Dana		0	2022	57000		07/01/2021	09/30/2021	1.00	CostShr -Rsch-Spon

The PI would review, confirm and/or request changes for the employees distributed on his/her grant. Missing employees who should be distributed would be part of the PI's review.

## Effort Verification by Project (Key Personnel Effort)

Compare actual and planned effort to the data in the personnel commitments tab as well as any documented effort changes from prior effort verifications.

Project Summary	Payroll Information	Transaction Detail	Financial Documents	<b>Personnel Commitments</b>
-----------------	---------------------	--------------------	---------------------	------------------------------

### Personnel Commitments

Award ID 000032350      Sponsor Award ID 2018\_STO\_44074

Project 034410      Project Start Date 01/01/2018      End Date 09/30/2022

Note: Sponsor Approval Required for Key Personnel Changes

	Emplid	Name	Empl Class	Key Personnel	Role	Start Date	End Date
1		Stockwell,Jason Dana	09F	Y	Principal Investigator	01/01/2018	12/31/2018
2		Stockwell,Jason Dana	09F	Y	Principal Investigator	01/01/2019	12/31/2019
3		Stockwell,Jason Dana	09F	Y	Principal Investigator	01/01/2020	09/30/2020
4		Stockwell,Jason Dana	09F	Y	Principal Investigator	10/01/2020	09/30/2021
5		Stockwell,Jason Dana	09F	Y	Principal Investigator	10/01/2021	09/30/2022

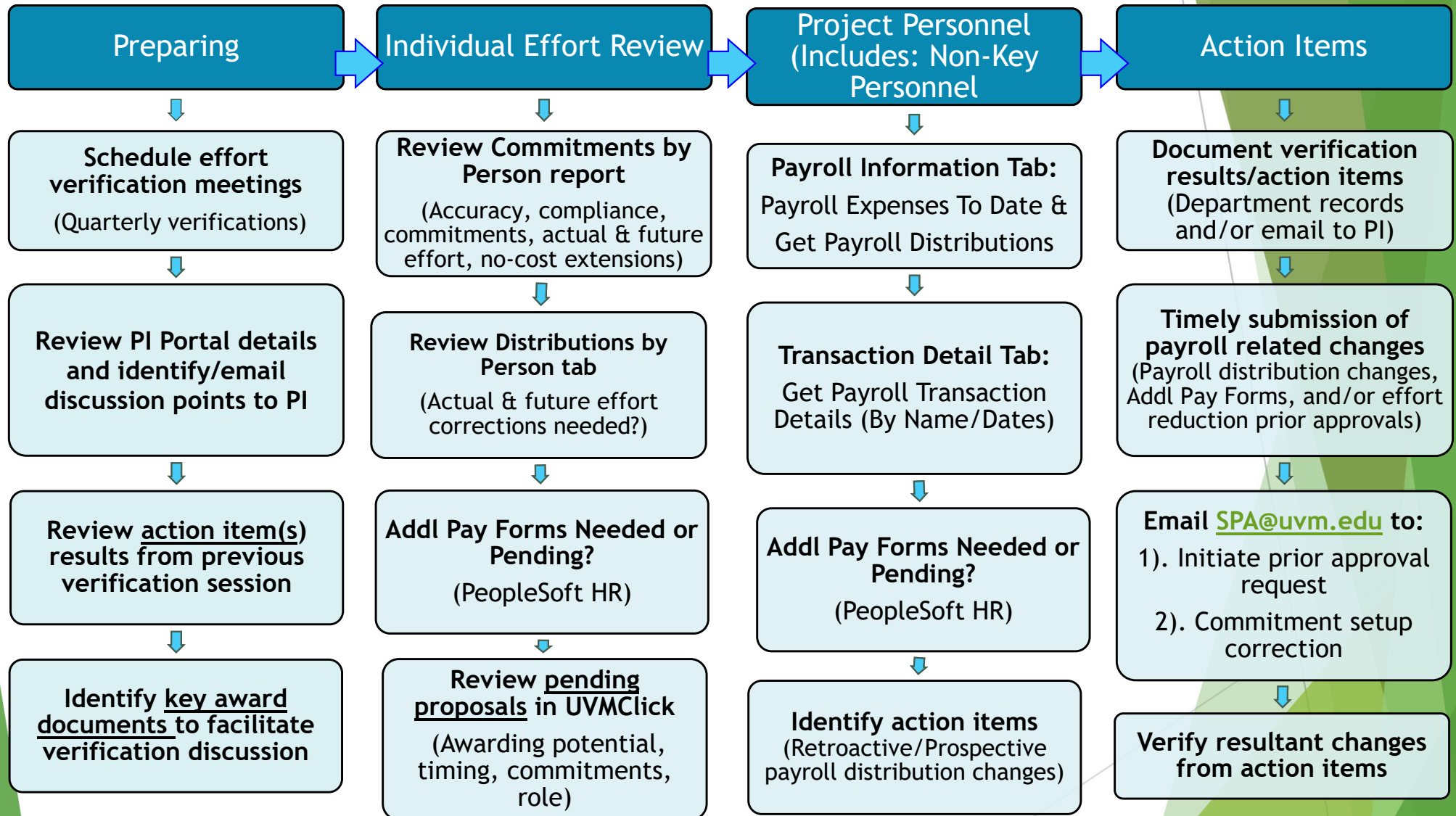
Required for Key Personnel Changes

Personalize   Find							
Start Date	End Date	Academic	Academic Cost Share	Calendar	Calendar Cost Share	Summer	Summer Cost Share
01/01/2018	12/31/2018		1.00				
01/01/2019	12/31/2019		1.00				
01/01/2020	09/30/2020					16.70	
10/01/2020	09/30/2021		1.00				
10/01/2021	09/30/2022		1.00				

# How to monitor status?



# Effort Verification Process Overview



# Effort Verifications Process - Preparing for Success

## **Scheduling considerations (Teams/Zoom or in person)**

- ▶ Same time as effort certification: (Aug/Sept)
- ▶ Mid-year: (Nov/Dec)
- ▶ Next year budgeting/eAPF: (Feb/March)
- ▶ eAPF and Clearing Suspense: (May/June)
- ▶ Within 90 days of award/project closeout
- ▶ Schedule in advance

## **Preparations**

- ▶ Assess results from last verification
- ▶ Identify and send potential discussion points in advance
- ▶ Have supporting documentation/data ready including pending proposal data from UVMClick reports

## **Enroll Dean's Office/Department Chair Support**

- ▶ Set expectation in faculty meeting early in fiscal year
- ▶ Report status periodically



### Conducting the Effort Verification by Individual

- ▶ Must be done quarterly for all faculty with commitments on sponsored projects
- ▶ Review all dates and percentages in the Commitment by Person report for accuracy and completeness
- ▶ Review Distribution by Person details to ensure allocated effort matches actual effort applied and the planned effort for the remainder of the fiscal year
- ▶ Compare commitments to actual and planned effort of each award
  - If there is an effort reduction and the individual's role is key personnel assess who needs to be contacted (PI or SPA).
- ▶ If the individual is a PI/Co-PI an effort verification of all personnel on the project must be done quarterly as well.

## Effort Verification by Project (Including Non-Key Personnel Effort)

### **PI/Co-PI must Complete an Effort Verification by Project**

- ▶ Run Get Payroll Distributions (%) and/or Get Payroll Transaction Details (by Name/Dates) (\$) and review with PI
- ▶ Note: Payroll Expenses to Date will provide job descriptions
- ▶ Compare distribution percentage to personnel commitments percentage for any faculty and key personnel on the project
- ▶ Discuss future effort of each personnel by project
- ▶ Review pending electronic Additional Payment Forms (eAPFs) in PeopleSoft HR for faculty with commitments if appropriate

# Effort Reduction Considerations

- ▶ PI must be involved in assessing the impact of the effort commitment reduction by a key personnel
  - Who is listed in the Notice of award
  - Will the scope of work have to be reduced/changed?
  - Will the effort reduction be during a No-cost extension budget period?
- ▶ Does the sponsor have to approve?
  - If yes, submit a MOD request in UVMClick
  - Unsure, email your SPA Research Administrator
  - If no, just document the planned effort for future reference.
- ▶ Timely communication
- ▶ SPA will update commitment percentage in source data upon approval from the sponsor.

## Effort Reduction Calculations

- ▶ To determine if sponsor approval is needed, compare committed person months with projected person months
  - ▶ Add person months already applied to period in question to projected future person months for remainder of period in question
  - ▶ Compare this projection to committed person months in the same period
- ▶ How to calculate person months? 12 month faculty:
  - ▶ Number of months x percent effort
  - ▶ E.g. PI wants to reduce effort on NIH award seven months into award period, committed effort is 3 person months
  - ▶ Effort in PS would show .25, so  $7 \times .25 = 1.75$  person months already worked on the award, if PI wants to reduce effort starting in month eight to 15%, then  $5 \times .15 = .75$  person months, so projected effort on award will be 2.5 person months
- ▶ For faculty with Acad appointment?
  - ▶ Be mindful of the dates of the periods in question to apply the percent effort for sum and acad time frame separately

## Slide 48

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**JTO**

Josh will add how to calculate person months in different scenarios

Joshua Tyack, 2023-03-10T16:12:40.789

## Effort Verifications: UVMClick Proposal Reports

UVMClick has custom reports for proposals.

Navigating to the reports: Grants > Reports > Custom Reports and then in the search filter enter: Investigators on Proposals.

The following four reports are suggested by SPA.

- ▶ Investigator on Proposals - All States
- ▶ Investigator on Proposals - In Development
- ▶ Investigator on Proposals (Other than PI) - by Investigator
- ▶ Investigator on Proposals (PI only) - by Investigator



## Effort Verifications: UVMClick Proposal Reports

The screenshot shows the UVMClick web application interface. At the top left is the UVMClick logo. Below it is a navigation bar with several tabs: 'My Inbox', 'Grants' (highlighted with a red box), 'Agreements', and 'SF424 Cent'. Below the navigation bar is a secondary menu with links: 'Funding Proposal', 'Complex Projects', 'Awards', 'Reports' (highlighted with a red box and an upward arrow), and 'Help Center'. Below the secondary menu is a large section titled 'Reports'. At the bottom of the 'Reports' section is a sub-menu with three options: 'Standard Reports', 'Advanced Reports', and 'Custom Reports' (highlighted with a red box and a mouse cursor icon).

Investigators on Proposals - All States	Funding Proposal
Investigators on Proposals - In Development	Funding Proposal
Investigators on Proposals (Other than PI) - by Investigator	FP_AdditionalPersonnel
Investigators on Proposals (PI only) - by Investigator	Funding Proposal

# Effort Verifications: UVMClick Proposal Reports

## Investigators on Proposals (PI only) - by Investigator

Filter by <sup>?</sup> PI Last Name Anathy Q + Add Filter ✕ Clear All

▼ FP Number	PI Last Name	PI First Name	Project State	Sponsor Name	Originating Sponsor Name	Long Title	Purpose	Start Date	End Date
FP00002329	Anathy	Vikas	Pending Sponsor Review	MedChem Partners	Natl Inst Allergy Infectious/NIAID/NIH	Antiviral Compounds for SARS-CoV-2 and the Next Disease X	RESEARCH - Basic - 311	7/1/2023	6/30/2024
					National Institutes of Health	Effect of Protein Disulfide	RESEARCH		



## Funding Awards

No data to display.

◀ page 1 no results ▶

Budgets History Reviewers COI Person Details Attachments Financials Related Projects

## Working Budgets

Name	SmartForm	▼ Date Modified	State	Funding Source
\$ MedChem Partners	[Edit] ▼	1/4/2022 11:12 AM	Under Review	Pass-through/Subcontr

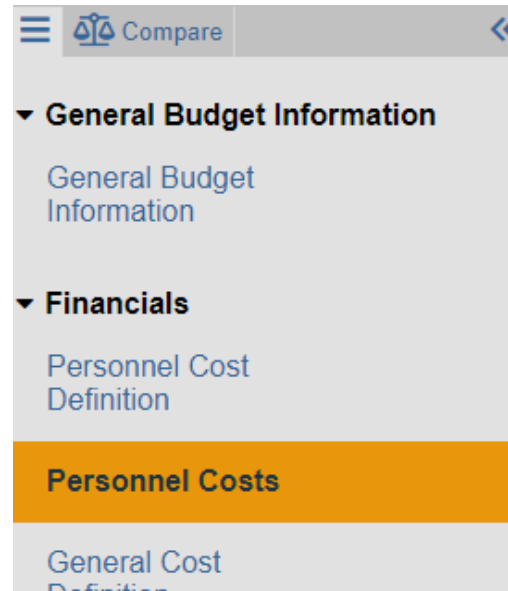
# Effort Verifications: UVMClick Proposal Reports

Under Review

## Next Steps

View Budget

Printer Version



Personnel Costs	
	Period 1 7/1/2023 6/30/2024
Person: [REDACTED]	Effort: 12.5% Sal Req: 12.5% FB Rate: [REDACTED] Base: [REDACTED] Salary: [REDACTED] Benefits: [REDACTED] Total: [REDACTED]

# Effort Verification Documentation

## Document Scope of Review:

- Upon completion of the quarterly verification review: document the scope of the review, the verification review results and any action items.

		Person
Edit Comment		Comments
1	Edit Comment	Quarterly review done with Dr. Anathy. 1). We reviewed all commitments and actual effort and there are no effort corrections needed for last quarter or the upcoming quarter for him. 2). Need to initiate a NCE for project 123456. 3). Reviewed personnel effort on his projects and a graduate student Jane Smith is not distributed to project 987654. Notified their department administrator via notify button in that project on 3/22/23.
2	Edit Comment	PENDING PROPOSAL COMMITMENTS: FP00002278 7/1/22-6/30/23 at 4% (Co-Investigator) FP00002231 7/1/22-6/30/27 at 5% (Co-Investigator) FP00002134 7/1/22-6/30/24 at 2.5% (PI) FP00002329 7/1/23-6/30/24 at 2.5% (PI)

## Effort Verifications: UVMClick Proposal Reports

Recommended discussion points related to pending proposals are:

- ▶ Will my pending proposals affect my ability to meet my commitments on my current active sponsored agreements?
- ▶ Should I communicate effort commitment changes to the sponsor(s) to proactively address reductions of effort and/or disengagement longer than 3 months?
- ▶ Should I request an advance account be established to account for a likely award?
- ▶ Have the sponsors communicated that your pending proposals will not be funded?

Communication on pending proposal changes should be with your assigned Research Administrator in the University's Sponsored Project Administration (SPA) office.

# How to monitor status?





Questions?

The background features abstract green geometric shapes. On the right side, there are several overlapping, semi-transparent triangles and polygons in various shades of green, ranging from light lime to dark forest green. These shapes create a dynamic, layered effect. On the left side, a solid dark green triangle is partially visible, pointing towards the center. The overall composition is clean and modern, with a focus on geometric forms and a monochromatic color palette.

Feedback?

# Effort Verifications Process - Central Support Available

## Effort web site

<https://www.uvm.edu/finance/effort-management-reporting>

- Overviews
- Policies
- Effort verification user guides
- FAQs

## Financial & Cost Accounting Services

- Department and faculty outreach
- [costacct@uvm.edu](mailto:costacct@uvm.edu)

# Open Lab Objectives

## Attendees Recommended Exercises

- ▶ Validate your access to the new PeopleSoft commitment tools and review data for multiple people and project:
  - ▶ **PeopleSoft Commitment Search Tool**
    - Commitments by Person
    - Distributions by Person
  - ▶ **PI Portal - Commitments by Project**
    - Personnel Commitments