

FLORIDA STATE UNIVERSITY EFFORT COMMITMENT DATA ENTRY IN FACET

(last updated 05/19/2009 by Diana Key)

FSU's new effort reporting system, FACET, consists of two modules—Certified Effort and Committed Effort. The Certified Effort module manages the effort certification process. The Committed Effort module tracks effort commitments made on sponsored projects. Commitment data is fed to the Certified Effort module to allow an employee to see his/her commitment for a project when viewing the certification report.

Sponsored Research Services is responsible for entering effort commitments in the Committed Effort module. The following information is related to the data entered:

- **EFFORT COMMITMENT:** An effort commitment is defined as the amount or percentage of time a university employee has agreed to work on a specific sponsored project. It is not necessarily the actual effort expended each month, but a projected amount to be achieved over a period of time (for example, a semester or a year). This commitment is set at the time of the proposal or the award and can be revised during the award (i.e., through annual progress reports to NIH). Reductions to effort commitments normally require prior approval of the sponsor. Request for changes to commitments must be processed through Sponsored Research Services.
- **AWARDS ONLY:** Commitments will be entered when new awards and award amendments are received (including commitments related to no-cost extensions as applicable). Commitments made on pending or unfunded proposals will not be entered.
- **KEY PERSONNEL:** Only *key personnel* commitments made to external sponsors will be entered. FSU will follow the sponsoring agency's definition of Key Personnel if one exists. If no agency definition exists, FSU will define Key Personnel as the Principal Investigators (PIs) and all Co-Principal Investigators (Co-PIs) identified as such in the proposal and/or award.
- **NEW AWARDS:** After FACET goes live, a default commitment of 0.01% will be added to new externally-sponsored projects where no official commitment was made. The default commitment will be added only for employees listed as PI or Co-PI. The default commitments will be added so that the Project ID will be listed on the effort certification report as a reminder (tickler) to the employee that s/he has some responsibility to the project. However, only actual effort is required to be certified.
- **EXISTING AWARDS:** Because commitments have never been recorded electronically before, there was no way to add real commitments prior to FACET implementation. Therefore, for all *active* (as of Fall 2008) externally-sponsored projects, a default commitment of 0.01% has been added as a tickler. Over the next several months, the true commitments will be entered as amendments are processed. This default commitment was added only for employees listed as PI or Co-PI. This is not an official commitment made to the sponsor. The default commitment was added so that the Project ID will be listed on the effort certification report as a reminder (tickler) to the employee that s/he has some responsibility to the project. However, only actual effort is required to be certified.

Questions about or changes/corrections to Committed data may be submitted through the FSU Help Desk (Parature) ticketing system.

Reference: FSU's Effort Commitment Policy dated 4/1/09 published on the web at <http://www.research.fsu.edu/contractsgrants/documents/effcomm.pdf>.