



How to Submit: Minimum & Maximum Effort Waivers

Step 1: Navigate to “SPA Forms & Templates”

Link: <https://www.uth.edu/sponsored-projects-administration/tools-resources/forms-templates>

EFFORT

- [ECC Access Request Form](#)  Gain access to ECC, effort reporting system
- [Funding History Access Request Form](#)  (email systemsreporting@uth.tmc.edu for access)
- [Effort Minimum Waiver Request a waiver to minimum effort requirements/policy](#) (DocuSign)
- [Effort Maximum Waiver Request a waiver to maximum effort requirements/policy](#) (DocuSign)
- [Effort Commitment Template](#) Effort Commitment Excel form
- [Person Months Conversion Chart](#) Use to convert % to person months



Choose between
minimum or
maximum waiver

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Effort Coordinator

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

SPA Effort Coordinator

Name:

Email:

Sponsored Projects Administration Vice President

Name:

Email:

Faculty Member Requesting Waiver

Name:

Email:

Enter your information here

Enter requesting PI's information

Department Chair

Name:

Email:

School Dean

Name:

Email:

Sponsored Projects Administration Vice President

Name:

Email:

SVP, Academic & Faculty Affairs

Name:

Email:

Enter School Dean's information here

Enter Department Chair's information here

BEGIN SIGNING

START



| | | | |
|--|----------------------|--|----------------------|
| DEPT. NAME: | <input type="text"/> | DATE: | 8/14/2024 |
| EMPLOYEE NAME: | <input type="text"/> | EMPLOYEE ID: | <input type="text"/> |
| EMPLOYEE TITLE: | <input type="text"/> | PROJECT #: | <input type="text"/> |
| Click on Effort Commitment Total hyperlink to complete the required excel form | | Effort Commitment Template | |

Request to Exceed Maximum Effort – This Waiver request to exceed a Primary Individual's maximum level of effort is effective for up to one year (2 effort periods). The request should account for the total sum of commitment on all sponsored projects including all pending proposals that will likely be awarded in the future.

| | | | |
|---|---|-----------------|---|
| Effective Date: | <input type="text" value="Effective Date"/> | Effective Date: | <input type="text" value="Effective Date"/> |
| Current Role at UT Health: | | | |
| <input type="text" value="-- select --"/> | | | |
| Justification for waiver request: (Leave blank if requesting 100% sponsored effort) | | | |
| <div style="border: 1px solid black; height: 100px;"></div> | | | |

100% sponsored effort only justification:

I furthermore understand that this may preclude me from engaging in teaching or service activities for the university. I acknowledge that as teaching and service activities are important components of promotion consideration along with research activities, approval of this waiver request may delay or impede my ability to be promoted.

- 1 Fill out required fields
- 2 Complete and email Effort Commitment Template to effort@uth.tmc.edu for review
- 3 Waivers are valid for one year, with effective dates aligning to the last semi-monthly date when the effort cap was exceeded.
- 4 Justification must be extensive. Cause of effort exception, as well as a plan to bring effort into compliance must be detailed.

100% sponsored effort only justification:

I furthermore understand that this may preclude me from engaging in teaching or service activities for the university. I acknowledge that as teaching and service activities are important components of promotion consideration along with research activities, approval of this waiver request may delay or impede my ability to be promoted.

Signatures:

Requesting Faculty

Sponsored Projects Administration

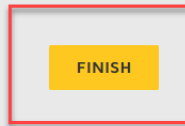
Chair

SVP, Academic & Faculty Affairs

Dean

Effort Maximum Template.pdf

2 of 2



**Click Finish once all
required fields are entered**

How to Complete the Effort Commitment Template

Enter name of originating sponsor

Enter committed effort from UTSTART

If the PI is listed as key personnel based on the Notice of Award, Enter Y or N

Also known as project number

Enter the sponsor award number

Enter current effort from employee funding history

Notes:

- Note¹: Mentoring does not require dedicated effort
- Note²: An Individual's Total Effort Must be Included:
In-Kind/Cost Shared Effort
Effort with no salary
- Note³: Consider Program Specific Requirements

Additional Note 1: "Actual" effort refers to the estimated certified effort for a particular project.

Additional Note 2: Once you are finished, please save the workbook and email it to Effort@uth.tmc.edu for review.

