

**Harvard Medical School/Harvard School of Dental Medicine  
Request for Faculty Exception from 95% Maximum Sponsored Effort Policy<sup>1</sup>**

Department Name \_\_\_\_\_ Org # \_\_\_\_\_

Faculty Name \_\_\_\_\_

Faculty Title \_\_\_\_\_

Effective Dates \_\_\_\_\_ to \_\_\_\_\_

Charging more than 95% of my salary to sponsored sources of funds is appropriate because my activities at Harvard do not include any of the following (or there are unusual circumstances as described below):

1. Proposal preparation
2. Teaching
3. Academic work on behalf of the School
4. Administrative work on behalf of the School or University
5. Advising students
6. Public service

Unusual Circumstances:

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Requested percentage of sponsored activity: \_\_\_\_\_%

Signatures:

Date:

Faculty Member \_\_\_\_\_

\_\_\_\_\_

Department Chair \_\_\_\_\_

\_\_\_\_\_

**NOTE**

1. This form should be completed and/or updated for any salary coding changes that result in faculty sponsored effort above 95%.
2. This form must be resubmitted for each reporting period for any faculty members with sponsored effort over 95%.

**Send completed form to the Tub-level Effort Coordinator (TEC) at [HMS\\_Research-Finance@hms.harvard.edu](mailto:HMS_Research-Finance@hms.harvard.edu)**

<sup>1</sup> Refer to the [HMS/HSDM Policy for PI-Eligible Faculty Effort on Sponsored Awards](#)