

**Harvard Medical School/Harvard School of Dental Medicine
Request for Faculty Exception from 95% Maximum Sponsored Effort Policy¹**

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:

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), Mark O'Brien (Mark_O'Brien@hms.harvard.edu)

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