



**HARVARD**

Office for Sponsored Programs

## **Committed Effort**

**HMS Open Forum**

**February 18, 2021**

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# Faculty Committed Effort

- Background of project
- Definition of commitment
- Recording commitments in GMAS
- Reporting Project and Policy



# Background

- RMAS Audit of Effort in 2016
- SALC Subcommittee started meeting about Committed Effort
- GMAS changes on Research Team entry of commitments
  - Effective dating of commitments
  - Better carryover from proposal stage to award stage
  - Standardized entry of commitments
- Future:
  - Report development is underway under the guidance of the Financial Compliance Working Group (FCWG) Subcommittee
  - Identification of policy gaps for non-federal sponsors



# Definition

- Harvard defines faculty commitment as:

**The effort, in units of time, that Harvard has communicated to the sponsor that the faculty member will spend on the project, regardless of sponsor requirements.**

- Commitments are represented in months (or portions of months), not percentages
- Commitments are entered and memorialized in GMAS on the Research Team
- Faculty commitment is not the same as payroll costing
- Payroll costing is not entered and memorialized in GMAS on the Research Team



# Commitments – Proposal to Award

- Faculty commitments stated in the **proposal** prevail until the sponsor is notified in writing of a change; or until sponsor prior approval is received, when required
- Effort commitments do not change upon award, even if the budget is reduced, unless explicitly communicated to the sponsor
- Changes to faculty commitments may be requested by Departments (depending on the award terms), but changes in GMAS can only be implemented by a central office



# Changes to Faculty Commitments

- Communicated in writing to a central office in advance of the change and may be subject to sponsor approval
- Other Support reporting does not qualify as communicating to a sponsor about a change in commitment
- Progress reports (RPPRs) do communicate to a sponsor that commitment has changed. Once the new period's notice of award is received, a central office will update GMAS with the reduced effort
- When a sponsor allows for reduced effort in a No-Cost Extension period, a central office must be informed of the NCE effort and start date in order to update the GMAS Research Team



# Reporting and Policy

- Development of FCWG reports by HUIT
  - GMAS commitments for a PI
  - High risk faculty
  - Commitments v. Actuals
- Consideration of policy gaps once reporting on commitments is available

