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)
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
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<td></td>
<td>Enter Department Chair's information here</td>
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<tr>
<td>School Dean</td>
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<td>Enter School Dean's information here</td>
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<tr>
<td>Sponsored Projects Administration Vice President</td>
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<tr>
<td>SWP, Academic &amp; Faculty Affairs</td>
<td>Dr. Kevin Moody</td>
<td><a href="mailto:kevin-Austin@uthsc.edu">kevin-Austin@uthsc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
1. Fill out required fields

2. Complete and email Effort Commitment Template to effort@uth.tmc.edu for review

3. Waivers are active for one year. Effective dates should align with effort period of performance

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
How to Complete the Effort Commitment Template

**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.

### Steps for Completing the Effort Commitment Template

1. **Enter name of originating sponsor from FMS.**
2. **Enter committed effort from START.**
3. **Enter “actual” effort for both period of performances.**

### Columns:

- **Columns will prorate effort based on certification dates.**
- **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.**
- **Add any notes that may support waiver.**