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
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 hereby agree 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

Click Finish once all required fields are entered
**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.

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<tr>
<th>Sponsor</th>
<th>G% No.</th>
<th>Short Title</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Original Committed Effort</th>
<th>Revised Committed Effort</th>
<th>September 2023</th>
<th>Key Pre NOA? (Y/N)</th>
<th>Notes</th>
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<tr>
<td>UTSTART</td>
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- Enter name of originating sponsor
- Enter committed effort from UTSTART
- Also known as project number
- Enter the Sponsor Award Number
- Enter current labor distribution including in-kind effort
- If the PI is listed as key personnel based on the Notice of Award - Enter Y or N

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**Funding Notes:**

- Measuring does not require dedicated effort
- An Individual Total Effort Must be Included
- Include Shared Effort
- Consider Program Specific Requirements

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**June 26, 2023**