



Add or Change Committed Effort Information

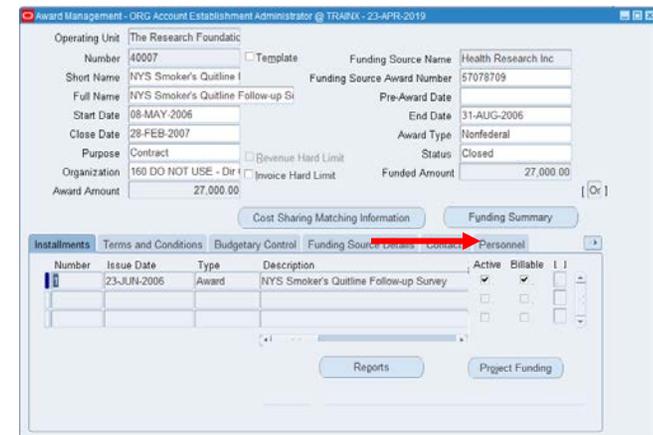
Use these instructions to add new or change existing committed effort information.

Prerequisites

- You must have one of the following responsibilities to change award information:
 - ORG Account Establishment Specialist
 - ORG Account Establishment Specialist with Budget Approval
 - ORG Account Establishment Administrator

To add or change committed effort information:

1. Navigate to **Awards**, enter the **Award Number**, click **Find**, click **Open** to display the Award Management window.
2. On the Personnel Tab click the **Committed Effort Information** button to open the Committed Effort Information form.



Oracle will automatically populate the **award number**.

Oracle will automatically populate the **Principal Investigator's name and the Co-Principal Investigator's name** from the Personnel Tab.

Oracle will automatically populate the **Employee Number** associated with the information from the Person Name that was entered.

- Using the List of Values, enter the **Person's Role**, either Principal Investigator, Co-Principal Investigator or Other Key Personnel.
- Enter the **committed effort percentage**. If entering committed effort person months, the committed effort percentage cannot be entered. If entering committed effort percentage, the committed effort person months cannot be entered.
- Enter the **date** the committed effort percentage or person months information **starts**.

Note: The date entered must fall within the award start and end date.

- Enter the **date** the committed effort percentage or person months information **ends**.

Note: The date entered must be after the award start date.

- Select **File > Save** to save your changes.

RF Committed Effort Information Form - ORG Account Establishment Administrator @ TRAINX - 23-APR-2019

Award Number: 40007

Committed Effort Information: Committed effort is the amount or percentage of time that a faculty member, researcher or others commits (agreed to work on) to a specific sponsored project. Commitments are specific and quantified, and are generally expressed in terms of a percentage or person months of work time over a given project period. Commitments are recognized and must be tracked for the principal investigator/project director, and all co-investigators, and all persons identified as senior/key personnel in the award document, grant application (proposal) or other project application.

Person Name	Employee Number	Person Role	Committed Effort Percent	Committed Effort Person Months	Committed Effort From Date	Committed Effort To Date
		Principal Investigator			08-MAY-2006	

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Person Name	Employee Number	Person Role	Committed Effort Percent	Committed Effort Person Months	Committed Effort From Date	Committed Effort To Date
		Principal Investigator		5.00	08-MAY-2006	10-MAY-2006