## Add or Change Committed Effort Information
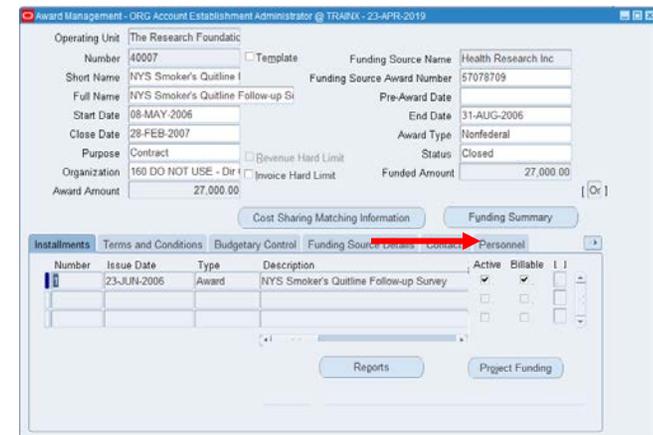
Use these instructions to add new or change existing committed effort information.

**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.



3. Using the List of Values, enter the **Person's Role,** either Principal Investigator, Co-Principal Investigator or Other Key Personnel.

4. 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.

5. 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.



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

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

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