

University of Texas at Austin
Attestation for Increased Effort on Sponsored Funds

If working 40+ hours per week, our federal sponsors interpret 100% of an investigator's effort as 100% of their working hours. Since most faculty have ongoing responsibilities not related to federal projects, or take occasional time off, faculty are typically restricted to billing grants for 95% or less of their full-time salary in a given month. Therefore, faculty who wish to devote more than 95% of their effort to sponsored activities must verify their compliance with guiding federal regulations and University of Texas at Austin policies regarding salary compensation from sponsored funds.

To request a policy exception, submit this completed form to your Department Chair / Dean for approval. Faculty must receive approval **prior** to an increase of their effort on sponsored funds above 95%.

This form also requires approval from the Office of Research Support and Compliance (ORSC). To request review of this form, email the completed version to coi@austin.utexas.edu.

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I am requesting _____% effort paid from sponsored funds during the appointment period of _____ to _____. I understand the policies and regulations regarding compensation on sponsored funds, including those specifically noted below:

Time devoted to sponsored funds will be spent performing work directly related to the sponsored project(s) that are providing salary compensation.

Faculty duties related to activities outside the sponsored project(s), will be suspended during this appointment period, unless approved by the sponsor. These duties may include: advising students (outside the scope of sponsored research effort), unsponsored research, administrative committees, preparing new or renewal proposals, teaching, curriculum development, peer reviews, writing scholarly publications and/or travel for conferences related to other projects.

COI disclosures (FID & Outside Activities) reflect **all** activities during this appointment period.

Hours worked will not be less than 40 hours per week on average during this appointment period.

If actual effort on sponsored funds has changed from an initial appointment, the researcher must notify their unit to update their appointment to reflect accurate time spent on sponsored project(s).

The Salary Compensation Report must be reviewed to ensure salary was charged appropriately.

Faculty Name _____ EID _____

Department _____

Faculty Signature

Date

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This faculty member has no conflicting appointments listed in the COI disclosure system for the appointment period listed above.

Office of Research Support & Compliance Approval

Date

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I understand that this faculty member must comply with federal regulations and University policies related to effort devoted to sponsored funds. A copy of this approved form will be maintained by the department.

Dean or Department Chair Approval

Date