• A commitment is reflective of the promise of time/effort made to the sponsor. This time can be designated to specific terms throughout the life of the project without concern for an absence exceeding 90 days, accepting that some minimal amount of effort (less than 1%) will be devoted throughout. For example a nine month faculty member who proposes summer only commitments.

• Each project should have a commitment entered or an entry in user field three.
  o Commitments to be entered for
    ▪ Primary Investigator
    ▪ Co-I’s named in the award
    ▪ anyone identified as key personnel
    ▪ anyone used to meet cost sharing commitment
  o User field three entries
    ▪ FWS = Federal Work Study Autocertify
    ▪ Y = Housestaff projects Autocertify
    ▪ NO CS COMM = CS to be met with no CS Effort
    ▪ NO COMM = project requires no commitment (equipment grants, fellowships etc)

• In cases where award commitment for key personnel is not quantified a minimum of one percent should be entered.

• Some programs have standard minimum commitments such as NIH K awards. Most NIH K awards have a minimum 75% commitment. However levels of effort and salary reimbursement limitations vary among types of K awards and within NIH divisions. Consult the K award kiosk and matrix to determine the correct commitment and salary reimbursement levels for your award. K Kiosk: [http://grants.nih.gov/training/careerdevelopmentawards.htm](http://grants.nih.gov/training/careerdevelopmentawards.htm) K Matrix: U:\C&G\Effort NIH K-awards across IC’s

• Life of Award is equal to the life of the award NOT the project. Allowing this to default on awards where each year’s funding is segregated out will re-open previously closed certified periods.

• Nine month guidance
  o Assume full summer; can be adjusted later. For example a one month commitment would be entered as 33% assuming the individual will be appointed for the full summer.
  o Academic term commitments should be entered on the FA09 appointment and summer appointments should be entered on the FASU.
  o Total summer commitments of more than 2.5 months should be scrutinized carefully particularly when faculty also have courses or are writing proposals.

• Do not delete commitments on sequences which are already posted. This removes the commitment from the page but not the system. Instead zero out the commitment and cut the end dates back to the current term or termination date of commitment.

• Commitments cannot be entered for courtesy appointments. We do not track commitments for faculty with no pay.

• Once a commitment sequence is created the system requires a commitment for at least one individual in order to close the sequence. In cases where a commitment sequence was created in error you can add a zero commitment for yourself for one term in order to close it out. For example a twelve month report sequence created for a nine month faculty member.