Directions on Reviewing Superseded Sequences in the Effort System  
Effort Term After IWF Submission

If the Following Conditions Apply Cancel the Record  
1. If there is no change on anything on the record  
2. If there is payroll change but it is not on one the below criteria:  
   a. Grant Funds 201, 209, 214  
   b. IFAS funds 221 or 222  
3. No payroll change, new project number with no commitment  
4. No payroll change, commitment only 1%  
5. Course Changes  
6. Addition of a commitment that matches the effort entered.

If the Following Conditions Apply Email the Department To Request More Information  
1. If there is NO payroll change and there is a new commitment added  
   a. Email department to determine if the commitment was in error or it really does need to be released.  
      i. This will have to be tracked in Excel as to the status to follow-up.  
         If department does not respond after two follow-up emails, then release.

If the Following Conditions Apply Release for Re-certification  
1. There is a payroll change on grants >2%  
2. There is any payroll change of IFAS funds 221 or 222  
3. Department requests release of new effort record

When releasing Records please be sure to write in the comment why you are releasing the record as it helps the departments understand why they have to do it again.