



Sponsored Programs Administration Handbook Case Study Topic: Effort Reporting

University Effort: Reporting Divided Time

Example:

A Principal Investigator's schedule for Monday through Thursday is divided into:

- 40% Organized Research
- 50% Instruction
- 10% Administrative effort

On Fridays, the PI is compensated to consult with a scientific board.

Question:

How should the Principal Investigator's time be reported?

Answer:

University Effort is the sum of all professional activities for which NYU compensates an individual. It does not include consulting and other outside professional work.

As such, the PI's effort for the outside activities should not be included in his/her effort report.

University Effort: Change in Effort Status

Example:

A Principal Investigator has committed 50% of their effort to a federal sponsored project. During the project period, the PI was offered an exciting project in London and decided to take a sabbatical leave for 3 months. However, based on the estimated work effort, the PI's effort on the sponsored project will be reduced to **30%** for the budget year.

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Question:

What will be the consequence of this change?

Answer:

The change in the committed effort from **50%** to **30%** would result in a reduction of more than **25%** of the effort that the PI spends on this award.

To determine the reduction in the percent of effort, divide the estimated reduction in effort (20%) by the original percent of effort (50%):

20% / 50% = 40% Decrease in the PI's Effort

- Most federal sponsors require being notified of a PI's absence if expected to be for a period of three continuous months or longer.
- In order for the PI to continue on the Sponsored Project and also take a sabbatical leave, prior approval must be obtained from the sponsor.
- The request for sponsor approval must be communicated through the Office of Sponsored Programs' Prior Approval System (PAS).