



How to Submit: Minimum & Maximum Effort Waivers

Step 1: Navigate to “SPA Forms & Templates”

Link: <https://www.uth.edu/sponsored-projects-administration/tools-resources/forms-templates>

EFFORT

- [ECC Access Request Form](#)  Gain access to ECC, effort reporting system
- [Funding History Access Request Form](#)  (email systemsreporting@uth.tmc.edu for access)
- [Effort Minimum Waiver Request a waiver to minimum effort requirements/policy](#) (DocuSign)
- [Effort Maximum Waiver Request a waiver to maximum effort requirements/policy](#) (DocuSign)
- [Effort Commitment Template](#) Effort Commitment Excel form
- [Person Months Conversion Chart](#) Use to convert % to person months



Choose between
minimum or
maximum waiver

PowerForm Signer Information

Maximum Effort Commitment Waiver
- Delegate signatures are not permitted -
Please enter your name and email to begin the signing process.

Effort Coordinator

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

SPA Effort Coordinator

Name:

Email:

Faculty Member Requesting Waiver

Name:

Email:

Department Chair

Enter your information here

Enter requesting PI's information



Department Chair

Name:

Email:

School Dean

Name:

Email:

Sponsored Projects Administration Vice President

Name:

Email:

SVP, Academic & Faculty Affairs

Name:

Email:

[BEGIN SIGNING](#)

Enter School Dean's information here

Enter Department Chair's information here

START



DEPT. NAME:	<input type="text"/>	DATE: 6/26/2023	<input type="text"/>
EMPLOYEE NAME:	<input type="text"/>	EMPLOYEE ID:	<input type="text"/>
EMPLOYEE TITLE:	<input type="text"/>	PROJECT #:	<input type="text"/>
Complete the Effort Commitment Template and email to effort@uth.tmc.edu for review		Effort Commitment Template	

Request to Exceed Maximum Effort – This Waiver request to exceed a Primary Individual's maximum level of effort is effective for up to one year (2 effort periods). The request should account for the total sum of commitment on all sponsored projects including all pending proposals that will likely be awarded in the future.

1 st Effort Period	Effective Date:	9/01	2022	End Date:	2/28	2022
2 nd Effort Period	Effective Date:	9/01	None	End Date:	2/28	None

Current Role at UT Health:

Justification for waiver request: (Please provide a detailed explanation of the cause for the waiver, as well as a clear plan of action and estimated timeline for reducing effort back within the max allowed)

100% sponsored effort only justification:

I furthermore understand that this may preclude me from engaging in teaching or service activities for the university. I acknowledge that as teaching and service activities are important components of promotion consideration along with research activities, approval of this waiver request may delay or impede my ability to be promoted.

Signatures:

1 Fill out required fields

2 Complete and email Effort Commitment Template to effort@uth.tmc.edu for review

3 Waivers are active for one year. Effective dates should align with effort period of performance

4 Justification must be extensive. Cause of effort exception, as well as a plan to bring effort into compliance must be detailed.

100% sponsored effort only justification:

I furthermore understand that this may preclude me from engaging in teaching or service activities for the university. I acknowledge that as teaching and service activities are important components of promotion consideration along with research activities, approval of this waiver request may delay or impede my ability to be promoted.

Signatures:

Requesting Faculty

Sponsored Projects Administration

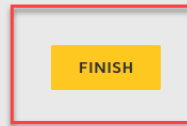
Chair

SVP, Academic & Faculty Affairs

Dean

Effort Maximum Template.pdf

2 of 2



**Click Finish once all
required fields are entered**

How to Complete the Effort Commitment Template

Enter name of originating sponsor

Enter committed effort from UTSTART

Also known as project number

Enter the Sponsor Award Number

Enter current labor distribution including in-kind effort

If the PI is listed as key personnel based on the Notice of Award - Enter Y or N

Note¹: Mentoring does not require dedicated effort

Note²: An Individuals Total Effort Must be Included:
In-Kind/Cost Shared Effort
Effort with no salary

Note³: Consider Program Specific Requirements

Additional Note 1: “Actual” effort refers to the estimated certified effort for a particular project.

Additional Note 2: Once you are finished, please save the workbook and email it to Effort@uth.tmc.edu for review.