



**Personnel Effort Pledged on Proposal for Sponsored Projects
#2320.075**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 29, 2021	Office of Research and Economic Development

POLICY STATEMENT

Each PI , Co-PI and key personnel salary position named in the budget on a proposal must designate the percentage of such person's total University professional effort pledged to be spent on the project and the same must be a realistic reflection of his/her planned effort on the project.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

To ensure that proposed effort on proposals is realistic and to ensure compliance with effort reporting requirements.

DEFINITIONS

TERM	DEFINITIONS
ePRAF	"ePRAF" is the Office of Research and Economic Development Electronic Proposal Routing Approval Form.
ORED	"ORED" is the Florida International University Office of Research and Economic Development.
PI	"PI" is the principal investigator.



ROLES AND RESPONSIBILITIES

PI – The PI must ensure that all faculty and key personnel’s effort listed on the proposal is a realistic reflection of the effort each person will be able to provide on the project, if funded.

PI’s/Co-PI’s Chair – reviews the proposal for, among other things, faculty assignment listed.

RELATED RESOURCES

ORED Policy - Approvals Required on Electronic Proposal Routing Approval Form (ePRAF) Prior to Proposal Submission to ORED

ORED Policy - Minimum Level of Effort Required for Designation as Principal Investigator on Sponsored Research Proposal

CONTACTS

Office of Research and Economic Development
Florida International University
11200 S.W. Eighth Street – MARC 430
Miami, Florida 33199
Telephone: (305) 348-2494

HISTORY

Initial Effective Date: Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004

Review Dates (*review performed, no updates*): January 12, 2024

Revision Dates (*updates made to document*): October 4, 2012. [This last revision was non-substantive in nature: all references to the “Internal Clearance Form” in the policy document were revised to reflect that the form is now known as the “Electronic Proposal Routing Approval Form (ePRAF)”]; March 29, 2021.



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PROCEDURE STATEMENT

The total percentage of effort committed by each faculty and key personnel: (1) in budgets of active externally-sponsored projects; (2) as cost sharing and other contributed effort on active externally-sponsored projects and (3) on all other University activities must not exceed 100% of that individual's total University appointment. The percentage of each faculty and key personnel's effort and salary assigned to the proposed sponsored project must be a realistic reflection of his/her planned effort and should take into account teaching and administrative responsibilities, as well as other research responsibilities. If the proposal is funded, the effort expended by FIU personnel on the project must be documented through the University time and effort reporting system.