

**Effort Reporting Checklist**  
**6 Questions about Salary and Other Activities**

**Effort Period:** \_\_\_\_\_

There is currently no limit on the amount of effort that can be devoted to sponsored projects. In many cases, however, University personnel should not commit 100% of their effort to sponsored projects, as time must be reserved for other University of Maryland (UMD) duties. Ultimately, allocations of effort to sponsored projects must be reasonable when considered against an individual's entire body of University activities.

This set of questions can be used to determine what portion of an employee's salary can be charged properly to sponsored projects:

1. Did you write a new or competing grant proposal during the effort reporting period?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

*If the answer is yes, please estimate the portion of your total UMD effort represented by proposal writing. That percentage will need to be charged to **non-sponsored funding sources.***

2. Did you participate on any university committees during the effort reporting period?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

3. Did you serve as an advisor to any student organization during the period?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

4. Did you mentor any students or trainees **not** directly related to your sponsored project(s) during the period?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

5. Did you teach any courses during the period?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

6. Did you perform any other activities as part of your UMD effort that did not directly relate to your sponsored project?

No       Yes % \_\_\_\_\_ Dates/Hours: \_\_\_\_\_

*If the answer to any of these questions is yes, please estimate the portion of your total UMD effort represented by these activities and the dates in which you assisted with the above. If it's **one percent or greater,** or greater than 10 hours for this period, that percentage will need to be charged to non-sponsored funding sources.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_