How to complete the Effort Page in a new Award SmartForm in RAMP (01.15.25)

Commitments are recognized, and effort must be tracked for the principal investigator/project director and key personnel listed in the Notice of Award.

The Effort SmartForm page automatically populates with effort from the funding proposal budget(s) and includes effort for all individuals and allocation periods. If personnel were not entered in the funding proposal budget and this section is blank, at a minimum enter effort for the principal investigator(s)/project director(s) and key personnel who are listed in the Notice of Award. Update all allocation periods as appropriate. If the key personnel have changed at the time of award, update this page to reflect the current key personnel. Changes made after award set up, are not made in RAMP, but rather through the Effort Commitment Update Form on the RSP website (contact the RSP Effort Coordinator for assistance).

The Effort page shows effort details for the first budget period by default, and the other periods are collapsed. Select the plus icon (+) at the far left to expand a period and the minus icon (-) to collapse a period.

Enter effort in Calendar, Academic, or Summer Months for each budget allocation period at a minimum for anyone who is listed and identified in the Notice of Award as having these roles: PI, Co-PI, Key Personnel. Effort should be entered to match the Notice of Award, or if not listed in the NOA, effort should be entered based on the sponsor approved budget/proposal.

Enter the effort committed for each budget period in the "Months Effort" column. Enter the months requested in salary for each budget period in the "Months Requested" column.

Cost share is captured when the "Months Effort" are higher than "Months Requested" for a Person in a Budget Period. When the effort person months does not equal the requested months, "Cost Share Months" column will auto-populate.

Enter a zero "0" in the Months Requested column to indicate that effort in a budget period is being cost-shared.

For example, in the figure below, person 1 has .95 academic months of effort, no months of salary are requested from the sponsor, so all are cost shared. Person 2 has 2 months calendar year effort, one month is requested (sponsor paid), so the remaining month is cost shared.

Start Date		End Date		Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort	Sum. Months Req	Cost Share Months
9/1/2022	📅	8/31/2023	📅	☑			0.95	0	0	0	0.95
9/1/2022	📅	8/31/2023	📅	☐	2	1					1

📝**Note**: Funding proposal budgets will reflect personnel effort using person months and the budget convention used on the funding proposal budget is carried over to the Effort Page.

📝**Note:** Award modification effort SmartForm pages will list effort in percentages if the award record was originally set up in WISPER. These awards have record numbers that begin with MSN. Award modification effort SmartForm pages will list effort in months if the award was originally set up in RAMP. These awards will have record numbers that begin with AWD.

📝**Note:** On time and money modifications, do not remove or revise previous budget period effort entries.

These are all acceptable ways to enter effort into RAMP:
1. For multi-year awards, enter effort broken out each year. The example below is for one allocation.

Person	TBD	Role ❓	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort
MICHAELA TRAUTMAN		PD/PI ▼		9/10/2023 📅	9/9/2024 📅	☐	12	12			
MICHAELA TRAUTMAN [Find]	☐	None ▼		9/10/2024 📅	9/9/2025 📅	☐	12	12			
[Find]	☐	None ▼		📅	📅	☐					
[Find]	☐	None ▼		📅	📅	☐					

2. This second example is for multiple years with multiple allocations.

Name: Trautman F99K00 Yr 1
Financial Account: Lamming-Trautman F99-K00 due 10/21/22 **Period:** 1
Start Date: 3/6/2024 **End Date:** 6/30/2025

Person	TBD	Role ❓	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort	Sum. Months Req	Cost Share Months	Remove R
MICHAELA TRAUTMAN		PD/PI ▼		9/10/2023 📅	9/9/2024 📅	☐	12	12						X
[Find]	☐	None ▼		📅	📅	☐								
[Find]	☐	None ▼		📅	📅	☐								
[Find]	☐	None ▼		📅	📅	☐								

Name: Trautman F99K00 Yr 2
Financial Account: Lamming-Trautman F99-K00 due 10/21/22 **Period:** 2
Start Date: 7/1/2025 **End Date:** 6/30/2026

Person	TBD	Role ❓	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort	Sum. Months Req	Cost Share Months	Remove R
MICHAELA TRAUTMAN		PD/PI ▼		9/10/2024 📅	9/9/2025 📅	☐	12	12						X
[Find]	☐	None ▼		📅	📅	☐								❌ Ex

3. If all years are combined, the best practice is to ensure that **total** months are entered for the entire time period.

Person	TBD	Role ❓	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	S M E
MICHAELA TRAUTMAN		PD/PI ▼		9/10/2023 📅	9/9/2025 📅	☐	24	24			
[Find]	☐	None ▼		📅	📅	☐					
[Find]	☐	None ▼		📅	📅	☐					
[Find]	☐	None ▼		📅	📅	☐					

Name: Trautman F99K00 Yr 2