

ECRT Guidance Document

Commitment Management: How to convert commitments to percent effort

Background

Commitments are measured in standard units of time: as number of months. Sponsors signify this by different terms, but most often, these include CM (Calendar Months or Commitment Months), PM (Person Months) or SM (Summer Months).

**Please note commitment compliance methodology differs from effort certification methodology. Commitments are measured and tracked based on a standard unit of time: months. Effort is certified without a standard unit of time, but rather the relative percentage of each particular activity that make up the total time spent on UW activities for which you are compensated by the UW, regardless of the appointment percent or number of hours worked.*

Standard Conversion

As commitments are measured as number of months, we have a standard conversion method that uses commitment months (per award) vs total appointment months (per individual appointment).

Commitment Months (CM): number of months effort/labor committed to a project, i.e. PI Smith will work 1CM per year of the 5 year award for a total award commitment of 5CM.

Appointment Months (AM): number of months that make up your UW appointment, i.e. 1.0FTE = 12AM; 0.5FTE = 6AM; C-basis (w/o summer appt) = 9AM.

Effort Commitment Percent (EC%): percent of individuals effort/labor time committed to an award based the number of Commitment Months and their overall appointment level, i.e. number of appointment months.

Conversion Examples

Example 1: Commitment months to effort percent

Commitment Months / Appointment Months = effort commitment percent

CM/AM = EC%

- 1) **1 commitment month for a 1.0FTE** (12 months, i.e. 1.0/12)

$$1\text{CM}/12\text{AM} = .0833$$

$$.0833 = \mathbf{8.33\% \text{ commitment}}$$

- 2) **1 commitment month for a 0.75FTE** (9 months, i.e. 0.75/12)

$$1\text{CM}/9\text{AM} = .1111$$

$$.1111 = \mathbf{11.11\% \text{ commitment}}$$

- 3) **1 commitment month for a 0.6FTE** (7.2 months, i.e. 0.6/12)

$$1\text{CM}/7.2\text{AM} = .1388$$

$$.1388 = \mathbf{13.88\% \text{ commitment}}$$

- 4) **1 commitment month for a 0.5FTE** (6 months, i.e. 0.5/12)

$$1\text{CM}/6\text{AM} = .1666$$

$$.1666 = \mathbf{16.66\% \text{ commitment}}$$

Example 2: Effort percent to commitment months

Although nearly all of our sponsors require effort commitments to be proposed as months, there may be times when you want to convert a percentage to standard Commitment Months.

Effort Commitment Percentage x Appointment Months = Commitment Months

EC% x AM = Commitment Months

1) **20% commitment for a 1.0FTE** (12 months, i.e. 1.0/12)

$$0.2 \text{ EC\%} \times 12\text{AM} = \mathbf{2.4 \text{ Commitment Months}}$$

2) **20% commitment for a 0.75FTE** (9 months, i.e. 0.75/12)

$$0.2 \text{ EC\%} \times 9\text{AM} = \mathbf{1.8 \text{ Commitment Months}}$$

3) **20% commitment for a 0.6FTE** (7.2 months, i.e. 0.6/12)

$$0.2 \text{ EC\%} \times 7.2\text{AM} = \mathbf{1.44 \text{ Commitment Months}}$$

4) **20% commitment for a 0.5FTE** (6 months, i.e. 0.5/12)

$$0.2 \text{ EC\%} \times 6\text{AM} = \mathbf{1.2 \text{ Commitment Months}}$$

Example 3: Adjusting effort commitment percentages when there is a change in appointment months

Since commitments are proposed and managed as months, if the number of appointment months changes, so too will the effort commitment percentage. To obtain the new effort commitment percentage when a person lowers their level of appointment, use the standard conversion calculation to determine the new level.

Commitment Months / Appointment Months = effort commitment percent

CM/AM = EC%

- 1) **2.4 CM for PI Smith who has a 1.0FTE appointment (12 months, i.e. 1.0/12)**

$$2.4\text{CM}/12\text{AM} = .2$$

$$.2 = \mathbf{20\% \text{ commitment}}$$

- 2) **2.4 CM for PI Smith who has dropped to a 0.75FTE appointment (9 months, i.e. 0.75/12)**

$$2.4\text{CM}/9\text{AM} = .2666$$

$$.2666 = \mathbf{26.66\% \text{ commitment}}$$

- 3) **2.4 CM for PI Smith who has dropped to a 0.6FTE appointment (7.2 months, i.e. 0.6/12)**

$$2.4\text{CM}/7.2\text{AM} = .3333$$

$$.3333 = \mathbf{33.33\% \text{ commitment}}$$

- 4) **2.4 CM for PI Smith who has dropped to a 0.5FTE appointment (6 months, i.e. 0.5/12)**

$$2.4\text{CM}/6\text{AM} = .4$$

$$.4 = \mathbf{40\% \text{ commitment}}$$

Example 4: Adjusting effort commitment percentages when a budget period is truncated

Since commitments are proposed and managed as months, if the number of budget period months changes, so too will the effort commitment percentage. To obtain the new effort commitment percentage with a truncated budget period, use the standard conversion calculation to determine the new level.

Commitment Months / Months in Budget Period (BPM) = effort commitment percent

$$CM/BPM = EC\%$$

- 1) **Year 1 truncated: 2.4 CM for PI Smith who has a 1.0FTE appointment, but the Year 1 Budget Period is truncated from a full 12 months to 10 months**

$$2.4CM/10BPM = .24$$

$$.24 = \mathbf{24\% \text{ commitment}}$$

- 2) **Year 2-5: 2.4 CM for PI Smith who has a 1.0FTE appointment; years 2-5 have full 12 month budget periods**

$$2.4CM/12BPM = .20$$

$$.20 = \mathbf{20\% \text{ commitment}}$$

Year 1 set up at 24% effort; Years 2-5 set up at 20% effort