

How to complete the Effort Page in a new Award SmartForm in RAMP (09.25.25)

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

Commitments tracked in RAMP are viewable in [EffortTrack Commitment Lookup Tool](#).

Quickstart:

1. On the Effort tab of the RAMP Award record.
2. In the **Person** field, start to type in the name of the person; either last or first name will work
3. Choose the correct person from the list
 - a. If the key personnel have changed at the time of award, update this page to reflect the current key personnel.
 - b. If the person is “to be determined” click the TBD checkbox.
4. Choose the role from the dropdown.
5. Enter start and end dates of commitment.
6. Check **Split Appointment** if you are specifying summer/academic effort, don't check it if only specifying calendar effort.
7. Enter effort in Calendar, Academic, or Summer Months for each budget allocation period for anyone who is listed and identified in the Notice of Award as having these roles: PI, Co-PI, Key Personnel.
 - a. Note – if Calendar months are entered, you wouldn't also enter academic/summer.
 - b. Enter the effort committed for each budget period in the “**Months Effort**” column.
 - c. Enter the months requested in salary for each budget period in the “**Months Requested**” column.
 - d. When the effort person months does not equal the requested months, “**Cost Share Months**” column will auto-populate.
 - e. If the allocation spans multiple years, you have options for entry.
 - i. EX: Michaela Trautman has 12 months of effort per year for 2 years.
 1. Option 1: enter the TOTAL allocation for all years **as shown below**.
 2. Option 2: enter each year's effort on a separate line in the same allocation
 3. Option 3: enter each year's effort in each separate allocation

Person	TBD	Role	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req
MICHAELA TRAUTMAN	<input type="checkbox"/>	PD/PI		9/10/2023	9/9/2025	<input type="checkbox"/>	24	24

8. Click EXIT
9. To make Effort Commitment Updates after award set up, use "Request Award Modification" button and in RAMP and select EFFORT UPDATE.

Detailed Instructions:

The Effort SmartForm page on RAMP Award records 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, 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.

To make Effort Commitment Updates after award set up, use "Request Award Modification" button and in RAMP and select EFFORT UPDATE. Include the person, start and end dates, and calendar, academic, summer, and/or cost share in person months in the description field. (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. Use the “Use Split Appointment” checkbox to open the academic and summer month fields.

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.

Name: National Institutes of Health Award Period 1
Financial Account: Enhanced Liver Transduction Period: 1
Start Date: 3/1/2023 End Date: 2/29/2024

Person	TBD	Role	Role Other	Start Date	End Date	Use Split Appointment	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort	Sum. Months Req	Cost Share Months	Remove Row
Rebecca Simms (pi)		PD/PI		3/1/2023	2/29/2024	<input checked="" type="checkbox"/>			9	9	3	3		X
Alex Adesina		Faculty		3/1/2023	2/29/2024	<input type="checkbox"/>	12	12						X
Mary Brown		Technician		3/1/2023	2/29/2024	<input checked="" type="checkbox"/>			9	9	3	3		X
<input type="text"/>	<input type="checkbox"/>	None				<input type="checkbox"/>								

Find

Name: National Institutes of Health Award Period 2
Financial Account: Period: 2
Start Date: 3/1/2024 End Date: 2/29/2025

Cost shared effort commitments are 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	<input checked="" type="checkbox"/>			0.95	0	0	0	0.95
9/1/2022	8/31/2023	<input type="checkbox"/>	2	1					1

If mandatory or voluntary committed cost share is indicated on the effort page, an Award line/Grant must also be created. Ensure a copy of the UW-Madison mandatory or voluntary committed cost share budget is attached to the award documents. *The unit is responsible for updating; RSP will review.* [For more information, see Cost Share Entry in RAMP.](#)



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.

These three ways 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. Month Effort
MICHAELA TRAUTMAN		PD/PI		9/10/2023	9/9/2024	<input type="checkbox"/>	12	12			
MICHAELA TRAUTMAN	<input type="checkbox"/>	None		9/10/2024	9/9/2025	<input type="checkbox"/>	12	12			
<input type="text"/>	<input type="checkbox"/>	None				<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	None				<input type="checkbox"/>					

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	<input type="checkbox"/>	12	12						X
	<input type="checkbox"/>	None				<input type="checkbox"/>								
	<input type="checkbox"/>	None				<input type="checkbox"/>								
	<input type="checkbox"/>	None				<input type="checkbox"/>								

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	<input type="checkbox"/>	12	12						X
	<input type="checkbox"/>	None				<input type="checkbox"/>								

3. If all years are combined, 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	Sum. Months Effort	Sum. Months Req	Cost Share Months	Remove R
MICHAELA TRAUTMAN		PD/PI		9/10/2023	9/9/2025	<input type="checkbox"/>	24	24						
	<input type="checkbox"/>	None				<input type="checkbox"/>								
	<input type="checkbox"/>	None				<input type="checkbox"/>								
	<input type="checkbox"/>	None				<input type="checkbox"/>								

Name: Trautman F99K00 Yr 2

Financial Account: Lamming-Trautman F99-K00 due 10/21/22 Period: 2