



# Symposium for Research Administrators

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University of Wisconsin-Madison  
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# Commitments

## Making Sense of and Managing Complex Commitments

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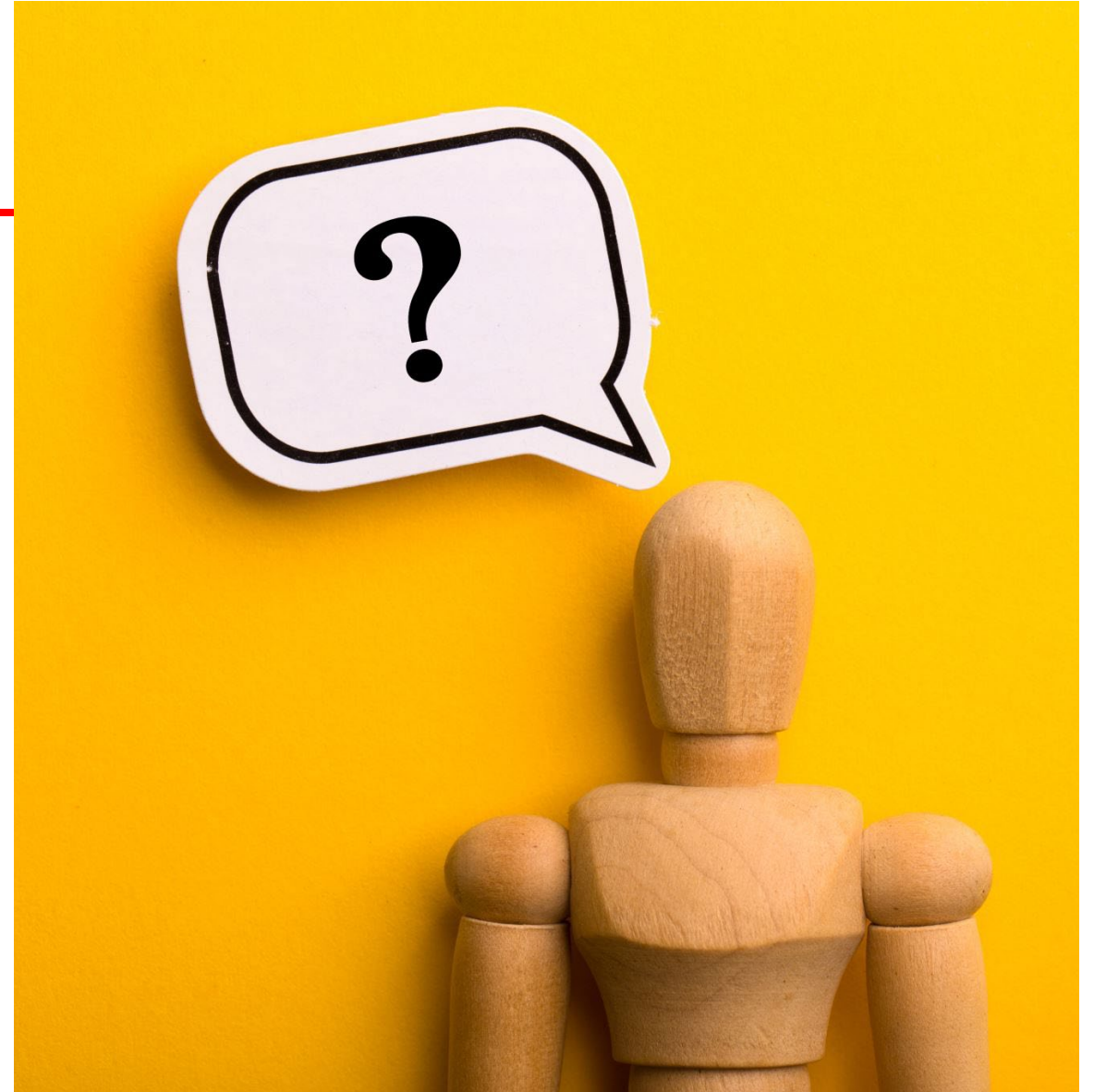
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Research Administrator Supervisor – Dept of Mechanical Engineering

# Introductions

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Who are you?



# Outline of Session

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- Definitions
- Requirements (UG, Sponsor, UW)
- Changes/Adjustments
- Best Practices
- Questions and Responses

# Learning Objectives

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- Explore the nuances of commitments
- Understand the various types of effort
- Discover commitment requirements
- Learn where to find the data
- Identify common reporting requirements
- Discover best practices for managing commitments



# Commitments

# Total Professional Effort

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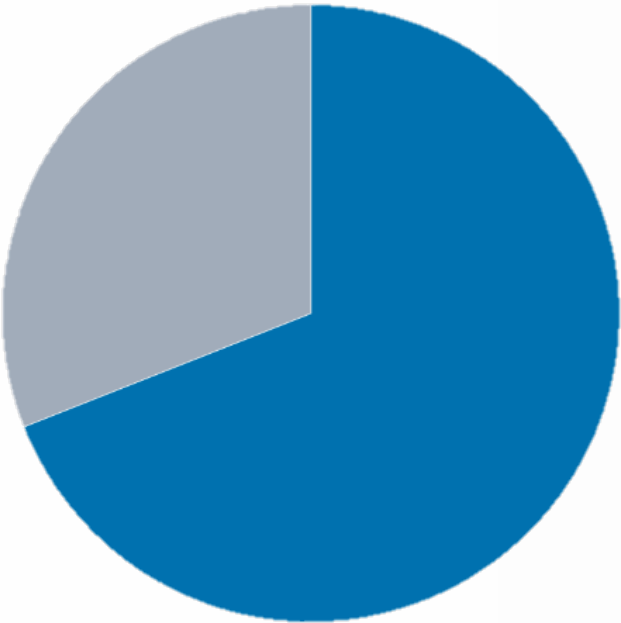
All professional activities performed by a faculty or staff member, regardless of how (or whether) the individual receives compensation.

This effort is expressed as a percentage of the individual's Total University Effort which is based on 100% (regardless of appointment or hours worked).

Effort is **not** based on a 40-hr work week.

# Total Professional Effort – Visualized

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80hrs

100% = 100%



40hrs



20hrs



# Committed Effort

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## **Pre-Award**

The amount of effort proposed, regardless if salary support is requested.

## **Post-Award**

The amount of effort proposed that the sponsor accepts, regardless of salary support that they provide.

A photograph of a winding asphalt road in a mountainous region. The road curves to the right and is bordered by a metal guardrail. Several blue and white directional signs with a white arrow pointing left are mounted on poles along the guardrail. The background features brown, rocky mountains under a cloudy sky. The bottom of the image has a white, torn-paper-like border.

# Guard Rails

Requirements and Guidelines

# Uniform Guidance § 200.430

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Section on **Personnel Compensation** states that UW must have:

- internal records
- internal controls
- systems to ensure all salary is allowable, allocable and accurate



# Uniform Guidance § 200.308

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## **Significant Changes in Work Activity**

All Require Prior Sponsor Approval

- A withdrawal from a sponsored project
- a disengagement from the project for more than three months, or
- a 25 percent (or greater) reduction in time devoted to the project



# University of Wisconsin Guidelines

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## Salary Distribution

- Salary/Payroll should match effort
- Payroll should charge concurrent with effort
- Setup is extremely important

## Commitment Fulfillment

- Measured over entire budget/award periods
- Variation is okay as long as commitment is met each period
- Doesn't always align with ECC periods



[https://rsp.wisc.edu/effort/Final Approved Guidance 121922.pdf](https://rsp.wisc.edu/effort/Final%20Approved%20Guidance%20121922.pdf)

# Sponsor Progress Report Requirements

## Expectation

Typically, progress reports require listing names and effort of all personnel who have contributed >1 mth effort regardless of compensation during the reporting period.

## Recommendation

Progress reports *should* reflect what is certified in ECC (either via payroll or committed cost share)

<https://rsp.wisc.edu/NIH-RPPRs-SelectItems.cfm>

RPPR | Grant List

### RPPR Menu ?

#### RPPR

Award Number	Program Director(PD)/Principal Investigator(PI) Du	
5R01CA200000-05	BROWN, JAN	12/
Institution		Pro
UNIVERSITY OF CA		Glic

- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Submit

# NIH Other Support Documents

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## Expectation

Other Support Documentation must be kept up-to-date and never have overcommitments – including in-kind sources.

## Recommendation

List effort committed based on original proposal or sponsor approved changes.

<https://rsp.wisc.edu/other-support-information.cfm>

OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through 01/31/2026)

**PHS OTHER SUPPORT**  
**For All Application Types – DO NOT SUBMIT UNLESS REQUESTED**

*There is no "form page" for reporting Other Support. Information on Other Support should be provided in the format shown below.*

\*Name of Individual:  
Commons ID:

**Other Support – Project/Proposal**

\*Title:  
\*Main Goals:



# Changes

Sponsor and UW Adjustments and Reductions



# Budget Reductions from Sponsor

## **Expectation**

Unless otherwise notified or negotiated in a re-budget, sponsors expect PIs to provide the level of effort outlined in the proposal, even when the amount funded is less than requested or the initial budget period is shortened.

## **Suggestion**

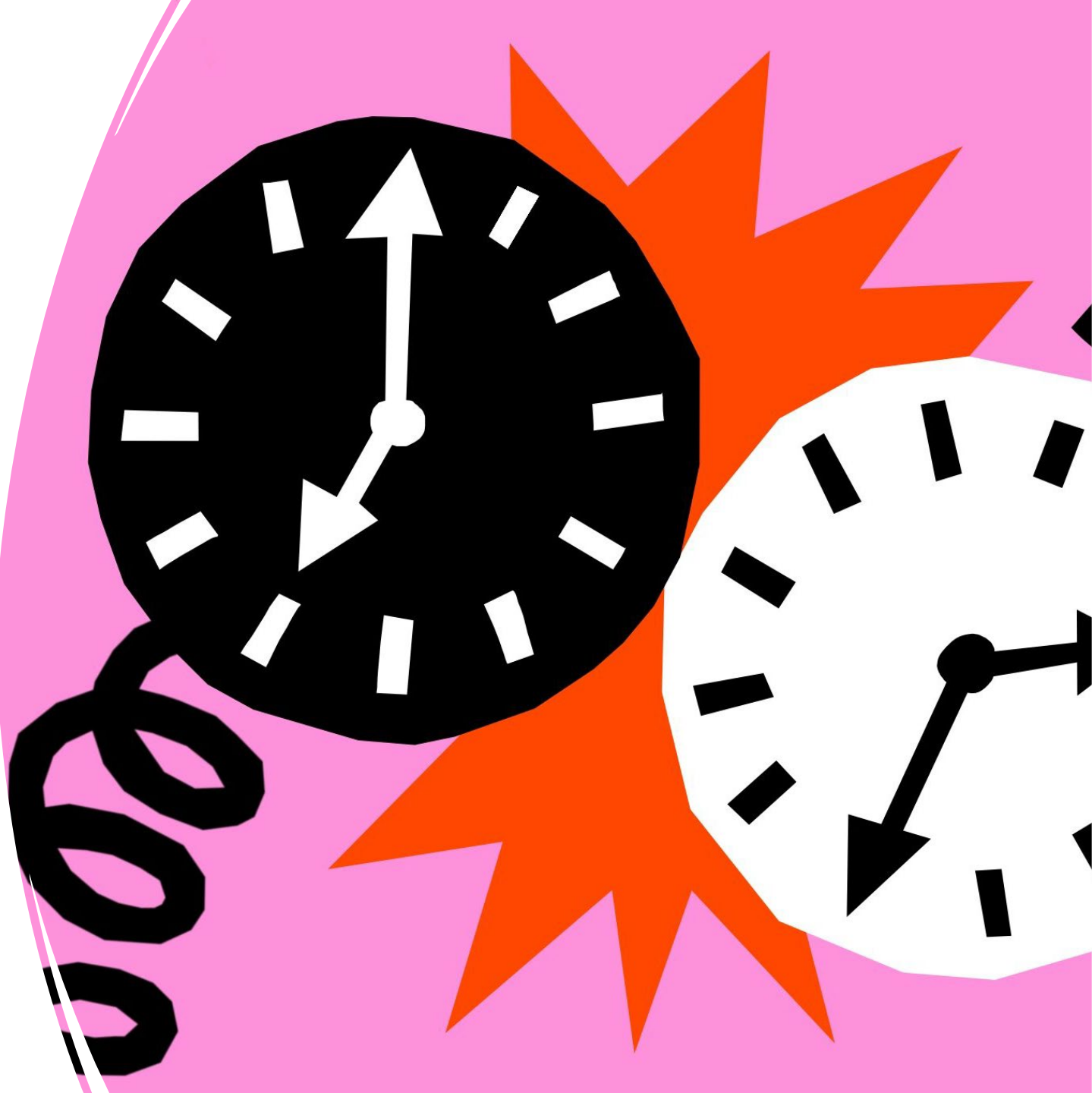
Re-budget or adjust commitments administratively up to 25%



# Period of Performance Adjustments

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Unless otherwise notified, sponsors expect PIs (and other key personnel named in the award document) to provide the level of effort outlined in the proposal, even when a budget period is shortened



# Commitment Update Form

Adjust entered Effort or Cost Share



**Effort Commitment Update**

Please complete all fields below.



**Payroll Cost Share Update -**

Please complete all fields below. If n

## Effort Commitment and/or Cost Share Update Form

Page Updated: September 21, 2023

 PLEASE READ **INSTRUCTIONS** PRIOR TO COMPLETING FORM

[https://rsp.wisc.edu/forms/costshareCommitment\\_update/](https://rsp.wisc.edu/forms/costshareCommitment_update/)

# Considerations



# Employee Compensation Compliance (ECC)

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ECC is a payroll confirmation tool

ECC fulfills institutional requirements for payroll certification



ECC is **not** a commitment management tool

UW currently does not have any commitment management tool



# Commitment Look Tool - RSP

## Reminders

Cost share is lumped into one percentage

RAMP does NOT talk to SFS = effort manually entered

The screenshot displays the 'Commitment Look Tool' interface. At the top, there are three tabs: 'Lookup by Person', 'Lookup by Project', and 'Lookup by Department'. The 'Lookup by Person' tab is selected and highlighted in blue. Below the tabs, there is a blue header bar with the text 'Lookup by Person'. Underneath, a light blue box contains the instruction: 'Lookup based on Name or Employee ID. If you don't know an employee's Employee ID'. The form consists of two columns: 'Employee Name' and 'Employee ID'. The 'Employee Name' field has a placeholder 'Lastname, FirstName' and a note 'Partial names can be used.' below it. The 'Employee ID' field has a placeholder '8-digit UW-Madison'. Below these fields are two date range fields: 'Start (Date Range):' and 'End (Date Range):'. Each has a placeholder 'mm/dd/yyyy' and a calendar icon. A blue 'Search' button is located to the right of the date range fields.

[rsp.wisc.edu/effort/lookup/comlookup/index.cfm](https://rsp.wisc.edu/effort/lookup/comlookup/index.cfm)

# Cost Share & Salary Cap Gap

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**Cost Share** counts toward 100% of commitment

**Cap Gap** counts toward 100% of commitment

**Voluntary Committed Cost Share** may not always be an option

- some divisions do not allow it


# TBAs – Temporary Base Adjustments

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- A TBA just makes the pie a bit bigger salary/calorie wise
- Still only 100% total though
- May reduce GPR salary funding % to make room





# Official UW Records VS. Sponsor Records

- What a PI tells a sponsor **may not match** ECC
- Salary should match effort
- Difference between UW certified payroll and cost-share, and RPPR attestations = **voluntary uncommitted cost share**

# Best Practices



# Proposal Stage Discussions

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Discuss and consider the following with PIs:

- current commitments
- realistic commitments
- alternatives

Ensure to note:

- Cost Share Effort is real \$ and earmarks a piece of the pie that cannot be used for other things
- Effort is not based on 40hrs/wk, rather 100%



# Proposal Stage RAMP

## RAMP Reviews/Access:

- Send ancillary reviews (AR)
- Grant read only access
  - ARs do not grant permanent access!
- Request individual budgets

### Add Ancillary Review

1. \* Select either an organization or a person as reviewer:

Organization:

Person:

2. \* Review type:

Additional Department Review

3. \* Response required?

Yes  No [Clear](#)

[Send Email](#)

[Manage Access](#)

[Add Comment](#)

Funding Proposal

3. Select team members who have read-only rights:

Last Name	First Name	E
There are no items to display		

# Award Setup

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Request Ancillary Reviews from collaborators' RAs

- make sure effort, budget, time all reflects understanding and award

Create Effort Schedules in RAMP

- Decide to do for whole award or just awarded period

Create Cost Share Schedules

- Decide to do for whole award or just awarded period

# Track Commitment

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## Reminder

UW does **NOT** currently have a commitment management tool

Shadow systems are generally (unfortunately) necessary



# Track Commitment

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## **Expectations**

UW payroll and cost-share schedules should match expended effort

Maintain documentation that is audit worthy

Proactively manage commitments to avoid overcommitments



# Questions



# Contact Info

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