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Date: September 27, 2002  
To: Deans, Department Heads, Principal Investigators, Business Managers  
From: William Shea, Director of Financial and Cost Analysis  
Carol Sprague, Acting Director, OCGA  
Subject: Sponsored Agreements Effort Reporting

The grant proposal process generally requires the commitment of the amount of time and effort to be contributed by faculty, (both sponsor-paid and cost-shared, where appropriate) by the University. The actual amounts contributed are recorded retrospectively in the completion of Sponsored Agreement Effort Cost Sharing Reports on an annual basis.

This memorandum is a reminder that OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Educations, Hospitals, and Other Non-Profit Organizations", requires that federal sponsors be notified prior to any significant (plus or minus 25%) changes "in the level of effort of key personnel", i.e., changes from the original commitments for either sponsor-paid or cost-shared effort on grants and cooperative agreements. This notification requirement also applies to changes in time and effort due to sabbaticals and absences of three months or more.

To be in compliance with these procedures, all such notifications must be directed to the program officer via OCGA since it requires Authorized Representative approval prior to submission to the sponsor.

If you have any questions, please contact Will Shea 577-0313 or Carol Sprague at 545-5893.

Thank you for your cooperation.

cc: Bruce McCandless, Assistant Vice Chancellor for Research  
Andy Mangels, Controller  
Jacqui Watrous, Acting Budget Director  
Sam Killings, Assistant Controller