

UConn HEALTH

POLICY NUMBER 2008-05

October 8, 2013

POLICY: SENIOR/KEY PERSONNEL & COMMITTED EFFORT (RESEARCH/SPONSORED PROJECTS)

PURPOSE:

To establish guidelines for the determination of key personnel on sponsored project applications and for the tracking of the resulting committed effort throughout the duration of the project.

DEFINITIONS:

Senior/Key Personnel – Principal Investigators (PI) and individuals who contribute to the scientific development or execution of the project in a substantive and measurable way, whether or not salaries are requested.

Principal Investigator - An individual designated in the proposal and determined by the grantee to direct the project or activity being supported by the grant. He/she is responsible and accountable to the grantee for the proper conduct of the project or activity.

Committed Effort – The percentage of effort, either funded or cost-shared (see UConn Health Policy #[2002-14 Cost Sharing](#)) by the University, that is proposed in a sponsored project application.

POLICY STATEMENT:

1. It is the policy of the University that Senior/Key Personnel have doctoral or other professional degree(s), although individuals at the masters or baccalaureate level should be included if their involvement meets the definition of Senior/Key Personnel. Consultants should also be included if they meet the same definition.

Senior/Key Personnel must devote measurable effort (described in person-months) to the project. Measurable effort is defined as a minimum of 1%.

2. Senior/Key Personnel must maintain the level of effort as noted in the proposal budget over the course of the project year and throughout the award.
3. Prior sponsor approval for a decrease in effort must be obtained by the PI if and when sponsor prior approval is required as determined by the sponsor's terms and conditions.
4. The established effort commitment is the original level of commitment as defined in the proposal budget, or the revised effort commitment based on sponsor approval of planned changes.

Jeffrey Small (Signed)

10/24/13

Jeffrey Small
Associate Vice President

Date

Jeffrey P. Geoghegan (Signed)

10/24/13

Jeffrey P. Geoghegan
Interim Chief Financial Officer

Date

Frank M. Torti (Signed)

11/25/13

Frank M. Torti, M.D., M.P.H.
Executive Vice President for Health Affairs

Date

New Policy: 12/16/08
Revised: 10/8/13