**Review of Maximum Allowed Sponsored Project**

Per [Policy 1316](#), “Most faculty generally have responsibilities for teaching, administration, or patient care that would preclude them from devoting 100% of their time to sponsored activities. Department chairs, faculty and department research administrators should regularly review proposed sponsored activity to assure that, if other activities required of the faculty member reduce the available effort to devote to sponsored activities, adjustments are made consistent with sponsor terms and conditions. Salary support for teaching, Yale administration, service, clinical activity, new or competing proposal preparation and institutional governance must come from University funds unless they are specifically approved activities of a sponsored project. It may also be appropriate for certain research faculty and staff to be charged at 100% effort to a sponsored project in cases where such responsibilities do not exist.”

In addition to reviewing faculty effort during proposal time, a proactive tool for use in reviewing salary for faculty charged 80% or greater to sponsored awards is found within the Monthly Payroll Preview Report. This report is helpful for identifying the potential need to reallocate non-sponsored activities to a University source of funds within the faculty member’s labor schedule, prior to application of the actual payroll charge. Refer to the [Financial Review Guidelines](#) for more information.

A new report is offered within the Reporting module of the Effort Reporting System that aids in performing an after-the-fact review. The report, Faculty Effort Review, can be run for certified effort reports. It provides flexibility in defining the sponsored percentage threshold and an interactive feature to view the associated effort report from within the returned results. Instructions detailing how to run the report will be distributed to Effort Reporting System users following this Alert.