

# Faculty Total Effort Commitments

Academic Year 20##-20##

Sheet \_\_\_\_\_ of \_\_\_\_\_ (for multiple sheets, covering a single semester)  
 Dates: \_\_\_\_\_ to \_\_\_\_\_

NOTE: The percentages requested here are not same as the weights used in the evaluation system.

Employee Name: \_\_\_\_\_

Dept Name: \_\_\_\_\_

Dept PS#: \_\_\_\_\_

Fall Spring  
 Percent Percent

NOTE: Contractually, "Fall" means mid-August to 31 December, "Spring" means 1 January to mid-June.

Instructional Effort <i>(per USM policy, must be 65-75%, if full load) (can be less, if release time)</i>									
Un-sponsored Prof. Dev. & Service				Your Position	Project Director	Src*	Project PS#	Project Title	
Sponsored Projects		1							
NOTE: Since 100% commitment to sponsored projects would preclude all other activities (including such things as writing another grant) commitments to sponsored projects should be no greater than 99%.		2							
		3							
		4							
		5							
			100%	100%	*Source of Funds: [F]unded by sponsor, [M]atching funds, [N]o special allocation (but time & effort required)				

If actual effort expended to a sponsored program diverges from the effort committed by more than 5% (of total effort), notify ORSP.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

CAVEAT: You will be required by federal law to certify your effort based on these commitments (although adjustments may be made at that time). Inaccurate or fraudulent certifications discovered as the result of an audit may give rise to a False Claims Act lawsuit. For your own protection, please understand that an individual who is found to have violated this Act can be subjected to civil penalties; to criminal sanctions, if the violation was willful; and to an order to reimburse the government for three times the amount of damages.