



Harvard T.H Chan School of Public Health Research Administration

Policy: Faculty Effort on Training Grants

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Background

Training grant programs expect effort from faculty directors to fulfill the training goals indicated in the program plan. However, some sponsors and programs may allow direct charging of faculty salary to the grant, but many do not. To account for the considerable time faculty spend on programs supported by training grants, it is optimal to allocate effort for that time in a faculty member's payroll costing to ensure salary supported from each grant is aligned with effort expended. **The Harvard Chan School has designated funds to support faculty who choose to lead training grant programs but cannot directly budget salary to the grant due to sponsor policy.**

Policy Summary

The Harvard Chan School will provide 10% institutional support per grant to reflect effort of Program Directors (PD/PIs, Co-PD/PIs) who oversee the management of a sponsored training grant awarded to the School. This support is shared across multiple PD/PIs on a single training grant according to a mutually agreed upon allocation.

Note: If a training grant is subject to the policy, this 10% institutional support is NOT committed cost sharing and, therefore, must **NOT** be quantified in the proposal budget/justification or recorded in GMAS as committed cost sharing (see [SPH Faculty Effort on Training Grants Cost Sharing Type](#)).

Applicability

This policy applies to:

- **Training grants that support Harvard students and/or post-docs.** This includes federal T-mechanism grants but may include other federal and non-federal training programs.
- **Training grants that do not direct charge PD/PI effort to the grant budget.** This policy may be superseded by any specific grant terms that require a specific institutional commitment level. Support from the School under this policy will not apply to training grants that allow direct charging of PD/PI effort.
- **Faculty who are PD/PIs on Harvard Chan training grants.** For primary faculty, no exceptions will be granted for this policy. Other appointments may be granted flexibility upon reasonable request.

Each training grant proposed will be provided with a total of 10% PD/PI institutional support, which will be in effect for the project period of the training grant award.

In cases where there are multiple PD/PIs, the 10% support will be split between PD/PIs in a manner aligned with anticipated proportionate effort. This support must be accommodated within the PD/PI's 100% institutional base salary, and no portion can be banked or taken as discretionary funds. Should PD/PIs change over the course of the program, the support will be readjusted to continue to meet the 10% total multi-PD/PI allocation.

Procedure

Harvard Chan School's [Faculty Effort on Training Grants Procedure](#) provides detailed instructions to help faculty and research administrators comply with this policy.

Contacts

- **Policy Subject Matter Experts and Exception Approvers**
 - [Kristie Lister](#), Senior Associate Director, Research Policy, Compliance and Cost Analysis
 - [Maura Meagher](#), Director of Finance
- **Project-related Questions**
 - [Your SPA SRA](#)
- **Cost Sharing Question**
 - [Catalina Diaz](#), Associate Director, Research Finance & Compliance

Related Resources

- **Procedure:** [Faculty Effort on Training Grants Procedure](#)
- [Sponsored Effort Management Policy](#)
- [NIH Training Grant Kiosk](#)

Revision History

- **1/23/23:** Transferred procedural elements from the policy to newly created [procedure document](#)

- **5/17/22:** Clarified that this type of institutional support does **NOT** have to be recorded as Cost Sharing in GMAS
- **7/26/19:** Added initial implementation section, clarified who is subject to policy and exceptions, and added business process steps, including account string to be used.
- **4/1/19:** Policy first published