



Harvard T.H Chan School of Public Health
Research Administration

Policy: Faculty Effort on Training Grants

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Table of Contents

Policy: Faculty Effort on Training Grants 1

Policy Summary1

Policy Specifics2

Initial Implementation.....2

Business Process Steps2

Proposal Stage.....2

Award Stage3

School Contacts.....3

Related Resources.....3

Revision History3

Reason for Policy

Training grants require effort from faculty to fulfill the training goals indicated in the program plan. While some sponsors may allow direct charging of faculty salary to the grant, 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.

Policy Summary

The 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 may be shared across multiple PD/PIs on a single grant. It is applied on the start date of the award.

Policy Applicability

This policy applies to:

- **Training grants that support 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- **Training grants that do not direct charge PD/PI effort to the grant budget.** This policy may be superseded by any specific grant terms that require a specific institutional commitment level.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 commitment for a total of 10% PD/PI committed effort. Upon award, this 10% support will be provided by the School in addition to the required standard 10% minimum institutional support provided to faculty (the 10% institutional support covers the grant writing and any preparations needed to create the program).

In cases where there are multiple PD/PIs, the 10% commitment will be split between PD/PIs in a manner aligned with anticipated proportionate effort. This committed effort 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 effort should be readjusted to continue to meet the 10% total allocation.

At the time of an awarded training grant, the specific terms of faculty effort will be documented and retained on file in the Segment folder of the GMAS project. Any revisions must be documented as part of this file.

Initial Implementation

As this policy is new, it will be implemented on a rolling basis, as existing training grants are renewed (competing continuation) or new training grants are awarded.

For faculty who are at the 90% sponsored threshold, implementation may occur during a non-competing cycle, as part of the quarterly effort management review. The policy SME will work with the faculty member and their grant manager to create a gradual plan.

Business Process Steps

Proposal Stage

Step	Role	Task/Activity
1	PI/GM	<p>If the grant is subject to this policy and the information is requested by the sponsor, indicate 10% collective effort for Harvard PD/PIs listed in the proposal. The allocation to each PD/PI is determined by agreement of the faculty involved. Copy all additional PD/PIs and the PI's grant manager.</p> <p>Note: This type of institutional support does NOT have to be recorded as Cost Sharing in GMAS</p>

Award Stage

Step	Role	Task/Activity
1	PD/PI	Finalize amount of effort each PD/PI will expend on the program.
2	PD/PI	Send email to PI grant manager that lists each PD/PI and the effort each will expend of the 10% allocation.
3	GMs	Update costing for each faculty member. The account for this purpose is 275.org.010289.566879.0001.root. Save a copy of the allocation email from the PD/PI to GMAS.

School Contacts

- **Policy Subject Matter Expert:** [Kristie Lister](#)
- **Project-related Questions:** [Your SPA SRA](#)

Related Resources

- [Sponsored Effort Management Policy](#)
- [NIH Training Grant Kiosk](#)

Revision History

- **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