

Addendum A Instructions (Projected):

According to the Office of Management and Budget (OMB) Circular A-21, Section J.8.c., UL Lafayette is required to document effort spent on externally sponsored activity. UL Lafayette uses the “Plan-Confirmation System” in which investigators report both their planned and actual externally sponsored activities during the fall and spring semesters. (Summer sponsored activities will continue to be reported on a separate form.) If you are or plan on being a PI (Principal Investigator) co-PI, or other investigator, or if you anticipate that a portion of your effort will otherwise be committed to an externally sponsored project, you are required to complete Addendum A. This information is a federal requirement, and your completion of this section of the form allows UL Lafayette to continue to be eligible for government-sponsored grants. Thank you for your assistance in helping us meet this requirement.

(1) List the project titles of all actual or planned externally sponsored programs in which you plan on serving as PI, co-PI, other investigator, or another committed participant during the **designated calendar year**. This form may already be partially filled out for you. *If you do not plan on being involved in any externally sponsored programs, you do not need to fill out this form.*

(2) Provide the percentage of your effort that you plan on devoting to each planned project during the spring and fall semesters. This may already be partially filled out for you.

(3) Calculate the **average effort** you plan on expending on each project by adding the spring and fall percentages and dividing the result by 2. For example, if you plan on expending 25% of your effort for a project in the spring, but will not be working on it in the fall (0% effort), the average effort over these two semesters = 12.5%.

(4) Add the total percentage of effort expended on all externally sponsored programs in the “Total” row.

(5) Please answer the questions on the bottom relating to any planned summer research awards, teaching activities, paid summer sabbaticals and formal administrative assignments, *even if you don’t plan on being involved in any of these activities*. “Formal administrative assignments” are administrative duties for which you were paid by the university (i.e., director of a center). They do not include teaching continuing education courses, non-administrative assignments, or administrative duties for which you did not get paid. **Planned effort on externally sponsored summer projects is not recorded on this form.** If you plan on working on externally sponsored projects during the summer, you will receive a special summer effort report form after you submit your request for extra compensation.

Addendum B Instructions (Actual):

According to the Office of Management and Budget (OMB) Circular A-21, Section J.8.c., UL Lafayette is required to document effort spent on externally sponsored activity. UL Lafayette uses the “Plan-Confirmation System” in which investigators report both their planned and actual externally sponsored activities during the fall and spring semesters. (Summer sponsored activities will continue to be reported on a separate form.) If you were a PI (Principal Investigator) co-PI, or other investigator, or if a portion of your effort was otherwise committed to an externally sponsored project, you are required to complete Addendum B. This information is a federal requirement, and your completion of this section of the form allows UL Lafayette to continue to be eligible for government-sponsored grants. Thank you for your assistance in helping us meet this requirement.

- (1)** List the project titles of all active externally sponsored programs in which you served as PI, co-PI, or other key participant during the **previous calendar year**. This form may already be partially filled out for you. *If you were not involved in any externally sponsored programs, you do not need to fill out this form.*
- (2)** Provide the percentage of your effort committed to each project you worked on during the spring and fall semesters, and during the summer. This may already be partially filled out for you. In the rare case that **less** effort was performed than was committed at the time of the award, please check the box indicating that less effort was performed than was committed, and report the actual amount of effort you spent on the project. Report your effort as a **percentage of the total effort expended on all activities during the time periods listed**. *Note: If your time/effort was NOT committed to a grant or project, then put “N/A” instead of providing percentages.*
- (3)** Calculate the **average effort** you expended on each project by adding the spring and fall percentages and dividing the result by 2. For example, if 25% of your effort was committed to a project in the spring, but you did not work on it during the fall (0% effort), the average effort over these two semesters = 12.5%.
- (4)** Add the total percentage of effort expended on all externally sponsored programs in the “Total” row. Any N/A entries should be treated as zeros.
- (5)** Please answer the questions on the bottom relating to summer research awards, teaching activities, paid summer sabbaticals and formal administrative assignments, *even if you were not involved in any of these activities*. “Formal administrative assignments” are administrative duties for which you were paid by the university (i.e., director of a center). They do not include teaching continuing education courses, non-administrative assignments, or administrative duties for which you did not get paid. **Effort on externally sponsored summer projects is not recorded on this form**. If you are working on externally sponsored projects during the summer, you will receive a special summer effort report form after you submit your request for extra compensation.
- (6)** Once you have completed the form, either initial the “PI’s Initials” column yourself if you are the PI on all the listed projects, or ask the respective PI(s) to initial the appropriate rows of the form.