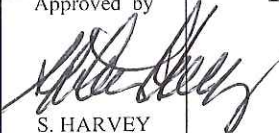


FINANCIAL MEMORANDUM

Memorandum No.	ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI FACULTY EFFORT ON SPONSORED PROJECTS	Page
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Approved by  S. HARVEY		Date Issued/Amended 03/05/2014
		Replaces

Faculty generally have responsibilities for such activities as non-sponsored research, instruction, administration, patient care, service, and competitive proposal preparation. Therefore, most faculty are unable to devote 100% effort to sponsored projects. Accordingly, faculty who are Principal Investigators (PI), Key Personnel and those who prepare sponsored project applications may typically be charged only up to 95% to sponsored projects.

Faculty who work on sponsored projects only and are not PI or Key Personnel may charge up to 100% of their effort to the sponsored projects – both Federal and Non-Federal. Such faculty must sign the attached Sponsored Project Effort Disclosure Memo and abide by this policy. They cannot prepare grant application or serve on institutional committees. Their total effort must be devoted to the projects that support their salaries. Any change in their effort status must be processed through HRTS immediately.

This policy also applies to faculty who are involved in other Sponsored Project activities funded by Federal and/or Non Federal sources

Faculty Sponsored Project Effort Disclosure

Faculty whose salary is derived 100% from sponsored projects, must dedicate 100% of their effort for which they are compensated, on approved activities in those projects. They cannot prepare grant applications or serve on institutional committees. This policy applies to all participants on Federal and Non-Federal grants, including those who are paid above the NIH salary cap amount applicable for the period.

All faculty who work on submission of grant applications and sponsored projects and serve on committees must allocate their respective time on non-grant activities to a non-grant funding source and must charge a minimum of 5% of their salary to such non-grant funding source. Those whose effort is higher than 95% on sponsored projects must sign this disclosure confirming that they understand and are compliant with this policy.

This disclosure may be distributed to appropriate areas in the institution, such as the Grants and Contracts office, the Graduate School, etc.

I have read the policy and confirm that I do not prepare any type of grant submission, nor do I participate in any activity other than that which is funded by the grants (clinical, teaching, administrative, etc.), that support my salary.

Name of Faculty (Print) & Life Number

Signature/Printed Name of
Department Chairman

Signature of Faculty

Signature/Printed Name of
Department Administrator

Department Name

Faculty Sponsored Project Effort Disclosure – K Awardees with 100% effort

Faculty whose salary is derived 100% from sponsored projects, must dedicate 100% of their effort for which they are compensated, on approved activities in those projects. K Awardees must dedicate at least the minimum effort required by the award. Given the special nature of K awards K awardees may prepare grant applications. However, K awardees at 100% effort cannot serve on institutional committees, engage in non-research related clinical care or teach. This policy applies to all K awardees listed at 100% effort, including those who are paid above the NIH salary cap amount applicable for the period.

All faculty **who serve on committees, engage in non-research related clinical care or teach** must allocate their respective time on non-grant activities to a non-grant funding source and must charge a minimum of 5% of their salary to such non-grant funding source. Those whose effort is higher than 95% on a K award must sign this disclosure confirming that they understand and are compliant with this policy.

This disclosure may be distributed to appropriate areas in the institution, such as the Grants and Contracts office, the Graduate School, etc.

I have read the policy and confirm that I do not participate in any activity other than that which is funded by my K award.

Name of Faculty (Print) & Life Number

Signature/Printed Name of
Department Chairman

Signature of Faculty

Signature/Printed Name of
Department Administrator

Department Name