

**Western Michigan University
Grants and Contracts
Salaried Employees
Planned Effort on Sponsored Projects**

Name: _____ Employee ID: _____
Department: _____ Home Department: _____
College/Unit: _____ Project Department: _____
Project Title: _____
Period of Appointment: _____ Through _____

Project Termination Date: _____

Salary Funds Budgeted in Project for This Period of Appointment

Base Salary

Release (buy out) amount to be contributed to the project

Cost Share amount to be contributed to the project

Signature acknowledges that the planned effort for the above named individual is accurate and any deviations of actual effort (+ or - 5%) from what was initially planned will be corrected at the end of the appointment period. This will assure the charges are reflected on the semester based project payroll statements in ecrt.

1. Employee Date

3. Home Department Chair Date

2. Principal Investigator Date

4. Home Department Dean/VP Date

Return the completed form to the Grants and Contracts Office via email, grants-services@wmich.edu which will be retained for audit purposes.

Salaried Employees Planned Effort Form Instructions

The Planned Effort form is used to redistribute an individual's effort paid from other university sources to an externally funded project.

Section I: General information. Name, employee ID, department and college of the individual. **Base Cost Center** is the cost center the individual is appointed on and getting paid from. **Project Cost Center** is the cost center to which the individual is reallocating their time (the grant cost center). **Project Title** is the title of the project. **Period of Appointment** is the dates of the appointment on the grant. **Project Termination Date** is the date the grant terminates. **Salary funds budgeted in project for this period of appointment** is the amount in the grant budget based on the individual's % of effort for the period of appointment.

Section II: Signature approvals are signatures required for verification of effort

Section III: Salary Information – Base Salary is the salary the individual is paid for their regular appointment (AY or FY). **Amount contributed to the project** is the dollar amount calculated based on the % of time spent on the project. **Cost share to be contributed** is the dollar amount calculated based on the % of time spent on the project but paid for by university funds.