Submitting a Commitment Change Form

Outline:
1. Overview: The Commitment Change form allows a user to request a change to the commitment information listed in the ERC system. This form is used to notify Post Award of current and future commitment changes as well as correct any commitment discrepancies in the ERC System. The form is specific to one individual.

   1. If you identify that a change is needed for an individual while reviewing other information in the ERC system, you can use the quick link provided to start the form. If not, skip to Step 2.

   From an Effort Report: click on the “Request Commitment Change” link below the “All other sources...” line then proceed to Step 4.

   From the Commitments by Individual screen: click on the “Request Commitment Change” link to the right of the Employee Name then proceed to Step 4.

2. From anywhere in the ERC system: click on the “Commitment Change Form” link on the left-hand menu – listed under the Effort Commitments section.

   On the next screen, you will see a list of all your Commitment Change forms in progress (i.e. those that haven’t been submitted to SPS yet) and below that, a full list of all Commitment Change forms that you have submitted to SPS. The bottom list will include forms that are pending SPS review, as well as Approved and Denied forms.

   To start a new form, click on the “Create New Form” button in the upper right-hand corner.

3. Search for the individual that needs the commitment change. If you start to enter the Last Name, the system will autosuggest names.

   A list of results will appear below. Click on the icon at the beginning of the row or double-click anywhere in the row to select a person.

   On the next screen, where the commitment change form is initiated, you are offered the option to “Choose a different person” if you have selected the incorrect individual.

4. A new commitment change form has now been initiated. The individual’s name and information is listed at the top of the form.

   The Contact Name, Email & Phone will be defaulted to your information. If another person should be listed as the Contact, click on “Change Contact” to search and choose the other individual.

   Choose an SPS Team from the drop-down. A link to the list of Post-Award Teams by Department is provided for your convenience (click on “Lookup Team”).
At this point, you will need to identify all the relevant information for the effort commitment change. You can either use the “Add Project” button (preferred – go to Step 7) on the right to clearly identify the project(s), account(s) and commitment details OR include all the necessary information in the Comment box.

If not utilizing the “Add Project” button, please describe the commitment change requested and include the following information:

- Project (InfoEd # or grant account #)
- Account # covering salary (if cost share, 2 or 4 ledger)
- Timeframe of commitment (start date and end date)
- Academic, Calendar or Summer appointment
- Paid/Salaried or Cost Shared commitment
- Percent Effort

You should also indicate whether the form is requesting a new commitment or a change to an existing commitment.

- For new commitments: identify the individual’s role and whether or not they are Key Personnel on the project
- For changes to existing commitments: note any changes to the individual’s role or Key Personnel status in the comment box

Click on “Save” to retain your work and keep the form to submit later. Click on “Submit Commitment Change Form” to submit the form to the SPS Team selected above. You will receive an email the day after a decision has been made on your form.

Proceed to Step 11.

Click on “Add Project” button. A popup window will appear allowing you to search for the project you would like to add. By default, the search results section will display the list of projects for which the individual is listed as PI (scroll to the right to view additional details about the projects). Change the search field to search for a different project. Click on the icon or double-click on a row to select the project.
A new window will appear. Confirm that you have selected the correct project & employee by reviewing the information at the top of the window.

A green box will appear notifying you whether the individual was already associated with the project.

Enter the **Account Number** that is covering the salary expense related to the effort. For **salaried commitments**, should be the 5 or 6 ledger grant account. For **cost-shared commitments**: should usually be the 2 or 4 ledger department or non-project specific account.

Select the **Effort Type** (Cost-Shared, Salaried or Salary Cap) and **Appointment Type** (Academic, Calendar or Summer). Enter the **Percent Effort** and **Start Date** for the commitment. The **End Date** is optional. If the End Date is left blank, it is assumed that the commitment will continue through the end of the project.

If you are changing an existing commitment, please enter the details of what the commitment should be.

When you have entered all the information, click on the “Save Effort & Close” button.

You have now been returned to the main Commitment Change Form page. A new block will appear identifying the project and commitment you added.

If you need to edit or delete the commitment details, use the pencil or trashcan icons on the commitment line. If there are multiple changes needed for the same project, you can click on the “Add Commitment” button to include additional commitments for the project.

If the commitment change impacts multiple projects, click on the “Add Project” button again to repeat the process (go back to Step 7).
10 In the comment box, indicate the reason for the change. Also indicate whether the form is requesting a new commitment or a change to an existing commitment.

If it is a new commitment, please identify the individual's role and whether or not they are Key Personnel on the project.

For changes to existing commitments, please note any changes to the individual’s role or Key Personnel status in the comment box.

Click on “Save” to retain your work and keep the form to submit later. Click on “Submit Commitment Change Form” to submit the form to the SPS Team selected above. You will receive an email the day after a decision has been made on your form.

11 You can view the status of your Commitment Change form by clicking on the “Commitment Change Form” link on the left-hand menu – listed under the Effort Commitments section.

In the “Forms in Progress” section, you can access any forms that were started but not submitted to Sponsored Program Services. Click on the pencil icon to edit (and eventually submit) the form. Click on the trashcan icon to delete a form initiated in error.

The “Submitted Forms” section shows all forms that you have submitted. The Status column quickly displays whether the form has been Approved or Denied or if it hasn’t been reviewed (“Form Submitted” status). Click on “View” to look at the form in detail – including any comments from the SPS Post-Award Grant Manager review and decision.