



*Tuesday Tips* is an outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Rules for Changing Salary Charges or Effort Commitments

The Federal government defines a **significant change in work activity** as:

- A 25 percent (or greater) reduction in the level of committed effort, or
- An absence from the project of three months or more, or
- A withdrawal from the project

The rules for changing salary charges and effort commitments depend on your project role and the nature and magnitude of the change.

**For an investigator or key person:**

<b>If you want to:</b>	<b>Then you must:</b>
Reduce the salary charges without changing the effort commitment	Document as cost sharing the effort for which the sponsor will not provide salary support
Reduce both the salary charges and the effort commitment by less than	Document the change to the commitment level

25% of the original commitment level	
Reduce both the salary charges and the effort commitment for a <b>key person as listed in the NOGA</b> by 25% or more of the original commitment level	Obtain approval from the sponsor <b>prior to the change and in writing</b> , and document the change to the commitment level when approved*
Reduce both the salary charges and the effort commitment for a <b>key person listed in the proposal but not in the NOGA</b> by 25% or more of the original commitment level	Document the change to the commitment level

*\*For NIH awards, if the reduction in level of effort is addressed in the RPPR, a separate prior approval letter does not need to be sent to the NIH.*

**For a project staff member who is not an investigator or key person:**

<b>If you want to:</b>	<b>Then you must:</b>
Reduce the salary charges without changing the effort	Document as cost sharing the effort for which the sponsor will not provide salary support
Reduce the salary charges and the effort by commensurate amounts	<b>No documentation, notification, or approval is required</b>

In the tables above, "NOGA" stands for Notice of Grant Award.

For a significant change in work activity, **documenting the change** means communicating it to OGCA after getting the sponsor's approval. For all other changes, **documenting** means maintaining a written or emailed record at the department/unit level.