**Commitment Comparison Screen**

Accessed from an Effort Report, this screen compares the Calculated, Committed and Actual Effort for a given effort report. It is broken out into Paid and Cost Share components, where applicable. This guide is an easy way to check the actual pay against budgets, as well as paid effort and actual effort certified against the commitments. **Any Questions? Please contact: Kristin Winot, Effort Reporting Specialist, at 860-486-5067 or kristin.winot@uconn.edu.**

**Elementary Definition**

**Paid Amount**

- Represents the total amount paid to an employee.

**Paid Effort**

- Effort based on actual payroll transactions.

**Cost Shared Effort**

- Effort included in the effort report.

**Total Calculated Effort**

- The sum of Paid Effort and Cost Shared Effort.

**Current Commitments**

- Commitments in the ERC system, prorated for this period.

**Actual Effort**

- Effort entered by the PI/Faculty member.

**Indicator Analysis**

- **Green Check**: Commitment met.
- **Yellow Exclamation Point**: Commitment not met, but the actual effort recorded meets the commitment.
- **Red Question Mark**: Commitment not met, and the actual effort recorded does not meet the commitment.

**Compare the Calculated Effort, Committed Effort and Actual Effort for each project...**

- **Is the commitment in the system correct?**
  
  Commitments are identified in the original proposal budget and any subsequent communications with the sponsor. If the effort report shows the amount paid and budget are different, the department should confirm that changes are not needed.

- **Was the employee paid as the committed?**
  
  The calculated and committed paid effort match so that is OK. The actual effort is 0%, which is less than the 10% committed cost shared effort, so it appears that the commitment was not met. Follow up is needed to determine if the commitment or actual effort needs to be changed.

- **Does the Actual Effort recorded meet the commitment for the period?**
  
  Effort reports are the way UConn documents that commitments to sponsors were met. If the actual effort is less than the commitment, SPS Post Award should be notified of changes through a Commitment Change Form or by email.

- **Project 1**: The calculated paid effort and committed paid effort match. Actual effort on the report is at least much as the commitment, so the commitment was met. Both sides are good, this project is OK.

- **Project 2**: The calculated paid effort and committed paid effort match so that is OK. The actual effort is 0%, which is less than the 10% committed cost shared effort, so it appears that the commitment was not met. Follow up is needed to determine if the commitment or actual effort needs to be changed.

- **Project 3**: The calculated paid effort and committed paid effort are different. Is a commitment change needed? Actual effort on the report is lower than the commitment. Follow up is needed to determine if the commitment or actual effort needs to be changed.

- **Project 4**: The calculated paid effort and committed paid effort are different. Is a commitment change needed? Actual effort on the report is more than the commitment, which appears to have been met.

**Review the effort on each project. Are there any concerns?**

- Project 1: The calculated paid effort and committed paid effort match. Actual effort on the report is at least much as the commitment, so the commitment was met. Both sides are good, this project is OK.

- Project 2: The calculated paid effort and committed paid effort match so that is OK. The actual effort is 0%, which is less than the 10% committed cost shared effort, so it appears that the commitment was not met. Follow up is needed to determine if the commitment or actual effort needs to be changed.

- Project 3: The calculated paid effort and committed paid effort are different. Is a commitment change needed? Actual effort on the report is lower than the commitment. Follow up is needed to determine if the commitment or actual effort needs to be changed.

- Project 4: The calculated paid effort and committed paid effort are different. Is a commitment change needed? Actual effort on the report is more than the commitment, which appears to have been met.