



## 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](mailto:kristin.winot@uconn.edu).**

**Commitment Comparison** Redirects you to a complete list of commitments Close

Employee Name: [View all Commitments](#)

Employee Number:

Report Period:

Report ID:

Paid effort (based on actual payroll transactions) and cost shared effort included in the effort report

Current commitments in the ERC system, prorated for this period

Effort entered by the PI/Faculty member

InfoEd Proposal#	Project Title	Basis for Report Calculations				Current Commitments			Actual Effort (as noted on effort report)
		Paid Amount	Paid Effort	Cost Shared Effort	Total Calculated Effort	Paid Effort	Cost Shared Effort	Total Calculated Effort	
111111	Project Name 1	\$5,000.00	5%	0%	5%	5%	0%	5%	5% ✓
222222	Project Name 2	\$0.00	0%	10%	10%	0%	10%	10%	0% ?
333333	Project Name 3	\$10,000.00	10%	5%	15%	20%	5%	25%	15% ?
444444	Project Name 4	\$0.00	0%	0%	0%	10%	0%	10%	12% ✓

Please note: Salary Cap adjustments are reflected in the 'Paid Effort' columns.

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

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**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.
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**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.
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**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.
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**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.

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

- **Is the commitment in the system correct?**
- **Was the employee paid as the committed?**

*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.*
- **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.*