

Division of Biology and Medicine Requirements of Change in PI Effort

1. If the proposed NCE effort does not change from committed effort then department extends PI effort end date.
2. If the proposed NCE effort change is 25% or less decrease from committed in funded award, then department chair prior approval is required.
3. If the proposed NCE effort cannot be paid from the grant, then request cost share using the Post Award Cost Sharing form (found at [Post Award Cost Share Request](#)) and submit along with NCE request. Both chair and Division prior approval is required.
4. If proposed NCE effort change is a reduction of 25% or more of committed effort then notification of the awarding agency is required once Division approves. [Note: some agencies require approval of a reduction less than 25%]
 - Example: Committed effort is 30% - reduction to 22.5% or less requires Department, Division and Agency prior approval (25% or >)
 - Example: Committed effort is 30% - reduction to 23% or more requires chair approval (< 25%).

The Uniform Guidance governs federal grants; terms and conditions of award govern other non-federal grants.