

## **Certification of Effort Terms**

**Mandatory Cost Sharing:** Mandatory Cost Sharing is the commitment to participate in the cost of sponsored program required in the contract by the sponsor. This requirement is explicitly set forth in project guidelines issued by the sponsor and must be certified as part of the effort commitment by the employee.

**Voluntary Committed Cost Sharing:** These commitments are not requested by the sponsor but are voluntarily contributed by the College and reflected in the proposal narrative, budget, and/or budget justification. Once accepted by the sponsor, they are binding commitments and must be certified as part of the effort commitment by the employee. Voluntary Committed Cost Share should be limited and must be approved by CUNY's Research Administration Office.

**Instruction** represents the teaching activities of the employee. It includes all teaching activities whether offered for credit toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as summer school division or an extension division.

**Departmental Administration** includes administrative and supporting services that benefit common or joint departmental activities or objectives in academic dean's offices, academic departments and divisions, and organized research units. Included in this section are the responsibilities of Dean and Department Chairs, Center Directors and other Departmental Administrators.

**Other Institutional Activities** include any activities outside of instruction, departmental administration, research, and other sponsored activities. Examples include Adult and Continuing Ed programs, Fundraising, and Childcare.

**University Research:** When the college reduces a faculty member's level of activities dedicated to other institutional responsibilities to shift effort to **organized research** above any release time commitment, the effort is considered University Research. University Research is not documented or committed to in a sponsored proposal narrative, budget, and/or budget justification. However, the College has shifted employee workload above the effort committed in an award to support a sponsored project with use of internal funds. University Research should be certified on a Personnel Activity Report (PAR).