



Award Setup SmartForm – Effort Page (Departments)

This page automatically populates with effort from the funding proposal budget(s) and includes effort for all allocation periods. If the personnel or effort have changed at the time of award, the department will update this page to reflect the current personnel. Update all allocations periods as appropriate.

Follow the steps below to verify and update the effort details for each project:

1. Select the Effort page on the Award Setup SmartForm.
2. This page automatically populates with effort from the funding proposal budget(s) and includes effort for all allocation periods.
3. Update the person, roles, start date, end date, effort percentage or months*, and salary requested percentage. MN-GEMS will automatically calculate cost share percentage if effort and salary percentage are different.

*The “Effort Metric” is set to either “months” or “percentage” on the Funding Proposal and the selected metric carries over to the Award.

Name: 3001-11036-00114654 Award Period 2
Financial Account: Organic Dairy Trends in MN Period: 2
Start Date: 4/1/2025 End Date: 3/31/2026

Person	TBD	Role ?	Role Other	Start Date	End Date	Effort %	Salary Req %	Cost Share %	Remove Row
James Smith		PD/PI		4/1/2025	3/31/2026	10	10		X
Joseph Peterson		Co-Investigator		4/1/2025	3/31/2026	10	5	5	X
Staff Member To Be Determined		Graduate Student		4/1/2025	3/31/2026	50	50		X
Roy Peterson		Post Doctoral		4/1/2025	3/31/2026	100	100		X
Staff Member To Be Determined		Other (Specify)	Lab Manager	4/1/2025	3/31/2026	20	20		X
	☐	None							

Note: To add more rows, click “Continue” and then go back to the Effort page.

Tip:

Multiple lines can be used to indicate different effort allocations for Academic and Summer periods for the same person. Ensure the start and end dates do not overlap, and fall within the start and end date for the budget allocation.