



# GRANT ACTIVITY COMMITMENT

## OFFICE OF SPONSORED INITIATIVES

This form commits an employee hired by South Texas College through a grant-funded project to complete their assigned efforts within the stated activity period. All details included on this form must match the Notice of Employment (NOE).

Grant Name:	Grant ID:
Award Agency:	Start & End Dates:
Employee Name:	Employee ID:
Title:	Position Number:
Activity Period:	
Assigned Efforts:	

### COMMITMENT

I understand that compensation in the amount of \$\_\_\_\_\_ shall be processed upon the completion of the assignment and submission of approved Effort Certification Form(s). The agreed compensation is based upon the South Texas College Payroll Calendar, with salaries and benefits for grant-funded positions that are consistent with those in the regular staff pay plans and are established by the Director of Human Resources or their designee. Compensation is subject to federal tax, which is the responsibility of the employee.

#### Employee

Name	Signature	Date
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#### Principal Investigator

Name	Signature	Date
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#### Grant Manager

Name	Signature	Date
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Consent from the Employee’s Supervisor of Record	Approve	Deny
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Special Assignments Non-Teaching must be submitted prior to the Activity Period, with a justification memo that details the specific duties and responsibilities, along with the timeline and deliverables that Faculty needs to fulfill the assignment. Grant-funded non-teaching assignments follow procedures as outlined by the Office of Sponsored Initiatives.