De Minimis Effort Request Form

De minimis effort is infrequent, irregular activity that would normally be considered "so small" that it cannot (and should not) be accounted for in the time and effort system. Activities can be considered de minimis in amount when, in the aggregate, they represent less than one percent of the individual's total effort.

Maestro Proposal Number:
Principal Investigator:
Department:
Sponsor:

Attachments Required: ☐Draft Statement of Work ☐Draft Budget ☐Draft Budget Justification (If required by Sponsor)

Will your time and effort be infrequent and/or irregular for this project? Yes ☐ No ☐

In relation to your total TAMU activities, will the effort expended be less than 1%? Yes ☐ No ☐

Provide a brief explanation of what your anticipated effort will include.

For VPR Use Only:

Approved by:

Print Name Signature

Date:

Submit completed form to timeandeffort@tamu.edu