

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

Converting Effort to Person Months

Quite often, sponsors require that you reflect time spent on a project in a specific manner – some will request the percent effort (%) while others (mainly Federal sponsors) require person months.

The following is provided in order to assist in these calculations.

To convert percent effort to person months, multiply the percentage of your effort associated with the project times the number of months of your appointment. For example:

25% of a 9 month academic year appointment equals 2.25 (AY) person months ($9 \times 0.25 = 2.25$)

10% of a 12 month calendar appointment equals 1.2 (CY) person months ($12 \times 0.10 = 1.2$)

35% of a 3 month summer term appointment equals 1.05 (SM) person months ($3 \times 0.35 = 1.05$)

10% of a 0.5 FTE 12 month appointment equals 0.6 (CY) person months ($12 \times .5 \times .1 = 0.6$)

Another example:

If the regular pay schedule of an institution is a 9 month academic year and the PI will devote 9 months at 30% time/effort and 3 months summer term at 30% time/effort to the project, then 2.7 academic months and .9 summer months should be listed in the academic and summer term blocks of the application ($9 \times 30\% = 2.7$ person months; $3 \times 30\% = .9$)