

A graphic of a compass rose in the top-left corner. It features a dark blue circular segment on the left, with orange and grey lines radiating from it. A horizontal line extends from the center of the compass, with the word "COMPASS" written in blue capital letters above it.

COMPASS

Time and Effort

Fall 2018

What is Effort?

- Effort is the portion of time spent on a given professional activity and expressed as a percentage of the total professional activity for which an individual is employed by Auburn University. (Total professional activity includes research, teaching, patient care, administrative or other activities)
- Calculating Effort
 - A reasonable estimate
 - Total effort must equal 100%
 - Not based on a standard 40 hour work week
 - Does not include outside activities (e.g., external consulting)

What is Effort?

- Examples of Institutional Activities
 - Conducting research
 - Writing proposals
 - Instruction
 - Advising students
 - Supervising employees
 - Serving on internal committees
 - Attending required training
 - Clinical activity
 - Administrative Assistance

What is Effort?

Sponsored Activities

- Effort on federal/non federal research projects
- Writing progress reports
- Meeting with lab staff
- Attending scientific conference to present research results
- Reading scientific journals to keep up to date with latest advances in field

Time and Effort

Proposals should reasonably represent the amount of time that key personnel are committing to the project.

Effort should be proposed as anticipated by the project scope.

Time and Effort

OMB Number: 4040-0001
Expiration Date: 06/30/2011

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS:

* Budget Type:

Enter name of Organization:

* Start Date: * End Date: Budget Period 1

A. Senior/Key Person

Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ED/PI"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Total Funds requested for all Senior Key Persons in the attached file												<input type="text"/>
												Total Senior/Key Person <input type="text"/>

Additional Senior Key Persons:

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)	
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Number Other Personnel							Total Other Personnel	<input type="text"/>
							Total Salary, Wages and Fringe Benefits (A+B)	<input type="text"/>

Time and Effort

To determine effort as a percentage of time, divide the months worked by the total effort months.

Time and Effort

Dr. John Smith received the NSF award for which he applied. If Dr. Smith worked 1.08 months on a sponsored project during the academic year, then how much effort did Dr. Smith apply toward the NSF project? How much effort toward other University activities?

Solution:

- $1.08 \text{ months} / 9 \text{ months total effort} = 12\%$

And

- $7.92 \text{ months} / 9 \text{ months total effort} = 88\%$

Time and Effort

Calculate Dr. Smith's sponsored effort if he worked the same amount of time (1.08 months) over each of the following:

- Calendar Year:
- Academic Semester:
- Summer:
- 6 week period-of-performance:

Time and Effort

Calculate Dr. Smith's sponsored effort if he worked the same amount of time over each of the following:

- Calendar Year: $1.08 / 12 = 9\%$
- Academic Semester: $1.08 / 4.5 = 24\%$
- Summer: $1.08 / 3 = 36\%$
- 6 week POP: $1.08 / 1.5 = 72\%$

Time and Effort

To determine the number of months of effort multiply the number of months by the percent of effort.

Time and Effort

How many months effort is 10% effort over 12 calendar months?

How many months effort is 10% effort over 9 academic months?

How many months efforts is 75% effort over 3 summer months?

Time and Effort

How many months effort is 10% effort over 12 calendar months?

$$\underline{10\% \times 12 \text{ months} = 1.2 \text{ months effort}}$$

How many months effort is 10% effort over 9 academic months?

$$\underline{10\% \times 9 \text{ months} = 0.9 \text{ months effort}}$$

How many months efforts is 75% effort over 3 summer months?

$$\underline{75\% \times 3 \text{ months} = 2.25 \text{ months effort}}$$

Time and Effort

- Percent of Time & Effort to Person Months calculator
 - http://grants.nih.gov/grants/policy/person_months_faqs.htm