

Calculating Effort

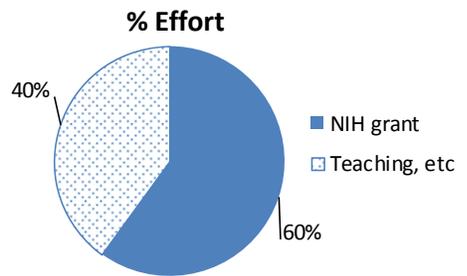
The federal government recognizes that, in an academic setting, teaching, research, service, and administration are often inextricably intermingled. Effort calculation is based on the time necessary to fulfill 100% of activities for which an individual can be compensated, regardless of the number of hours worked. It is not based on a 40-hour work week or on a percent of appointment; however, the estimate of effort should be reasonable. In some instances, the amount of effort may exceed the budget. Salary expense associated with effort that exceeds the funds available in the budget is not charged to the award and is, therefore, considered voluntary uncommitted cost sharing.

The following are examples of how to calculate effort.

Ex 1- Dr. Smith puts in 30 hours per week on an NIH project but also spends 20 hours per week on her teaching and department chair responsibilities. What would be her % effort on the NIH grant?

Since her total hours are 50 hours per week, her effort percentage for working on the NIH award would be 30 hours/50 hours, or 60%.

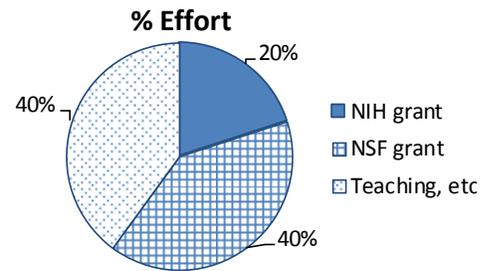
| | # Hrs | % Effort |
|---------------|-------|----------|
| NIH grant | 30 | 60% |
| Teaching, etc | 20 | 40% |
| total hrs/wk | 50 | 100% |



Ex 2- Dr. Jones puts in 10 hours per week on Dr. Smith's NIH project, 20 hours a week on his own NSF award, and also spends 20 hours per week on his teaching, advising, and writing responsibilities. What would be his % effort on his NSF grant?

Dr. Jones' total hours are also 50 hours per week, therefore, his effort percentage for working on his NSF award would be 20 hrs/50 hrs, or 40%.

| | # Hrs | % Effort |
|---------------|-------|----------|
| NIH grant | 10 | 20% |
| NSF grant | 20 | 40% |
| Teaching, etc | 20 | 40% |
| total hrs/wk | 50 | 100% |

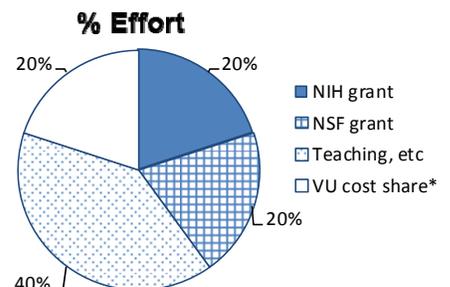


Ex 3- Dr. Doe puts in 10 hours per week on his NIH project, 20 hours a week on his own NSF award, and also spends 20 hours per week on his teaching and writing responsibilities. Although Dr. Doe expends 40% effort on the NSF award, the budget can't support that level of effort for the remainder of the award. As a result, Dr. Doe only charges 20% effort to the award. Where is the % effort that is not captured in the Effort Reports being charged?

The remaining 20% of effort is considered voluntary uncommitted cost share, which we are not required to track when the PI has effort on the award. This is allocated to the departmental %.

| | # Hrs | % Effort |
|----------------|-------|----------|
| NIH grant | 10 | 20% |
| NSF grant | 10 | 20% |
| Teaching, etc | 20 | 40% |
| VU cost share* | 10 | 20% |
| total hrs/wk | 50 | 80% |

* Voluntary Uncommitted Cost Share



* not required to be tracked