

Effort Certification Example

9 Month Appointment with Summer Research

Dr. Li has a nine month appointment and also receives two months summer salary (2/9) from an NSF grant on which he works during the summer.

Over the course of a week during the academic year, Dr. Li usually works on Macalester College teaching-related activities 34 hours during the day (M-F) and 10 hours on nights and weekends. He spends about 4 hours a week writing proposals, advising students and attending college meetings. In addition, Dr. Li spends 3 hours per week reviewing grant applications for the American Heart Association. He has no other outside consulting activities at this time and is not doing research related to his NSF grant.

- **Which activities should be included in Dr. Li's effort during the academic year?**
Dr. Li's effort would include all teaching-related activities, writing proposals, advising students and attending college meetings. Note that effort is not based on a 40 hour work week - in this example, 100% effort is represented by a 48 hour work week.

 - **How much effort should be applied to grant activities?** None
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Summer has arrived and Dr. Li's academic responsibilities are completed for the year. He spends 40 hours per week doing research on his NSF grant. He spends 8 hours per week consulting on a project with the State of Minnesota. In addition, Dr. Li attends a scientific meeting about content that is related to the technical scope of his NSF grant.

- **Which activities should be included in Dr. Li's effort during this time period?**
Dr. Li's effort would include research on his NSF grant and attendance at the scientific meeting.

 - **How much effort should be applied to grant activities?** 100%
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What happens when the effort reporting period includes May, when the semester ends halfway through the month and research is done the last half of the month?

The spring effort reporting period covers the 5 months of January through May. January through April, Dr. Li spends an average of 48 hours per week working on Macalester College teaching-related activities, advising students, writing proposals, attending college meetings and taking time off. During the first two weeks of May Dr. Li spends an average of 48 hours per week on these same activities and participates in

commencement. The last two weeks of May, Dr. Li spends an average of 48 hours per week doing research on his NSF grant.

- **How will Dr. Li's effort report look during this time period?**

Month	Macalester	Grant
January	100%	0%
February	100%	0%
March	100%	0%
April	100%	0%
May	50%	50%
Average Effort	90%	10%

The next reporting period covers the 3 months of June through August. During June and July Dr. Li spends an average of 40 hours per week doing research on his NSF grant. In August, he spends 40 hours of one week on his NSF project, 40 hours of another week preparing for his fall classes, and the remainder of the month on vacation.

- **How will Dr. Li's effort report look during this time period?**

Month	Macalester	Grant
June	0%	100%
July	0%	100%
August	50%	50%
Average Effort	17%	83%

Note: Summer vacation is not included in the effort calculation. Therefore in this example, August effort is split evenly between Macalester and grant activities.

Reminders

- If you are unsure whether an activity should be included in effort, please contact Dorothy Johnson at x6354.
- If you are working on multiple projects, include effort on all projects even if no salary is received.
- Adding a project may cause committed effort to be >100%. Because increasing the number of hours worked will not correct the situation, the addition will result in less actual effort being applied toward estimated project commitments.