

Pre-Award PRO TIPS



from the Office of Research and Sponsored Projects

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What is Effort?

Effort is the amount of time you spend on a particular activity.

This includes the **time spent working on a sponsored project** in which salary is directly charged or contributed (cost-shared effort).

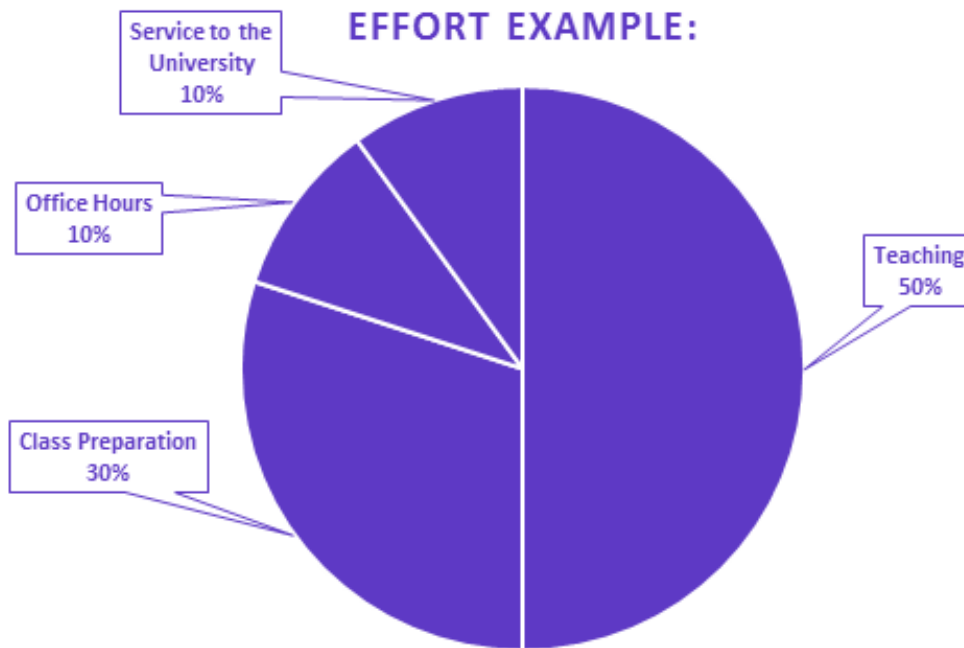
Individual effort is expressed as a percentage of the total amount of time spent on work-related activities (instruction, research, service, etc.) for which the University compensates an individual.

The effort percentage is based upon the employees Institutional Base Salary (IBS).

A Slice of Effort Pie:

The **total effort** an employee can show must equal **100%**.

To make this simpler, imagine your time as a pie:

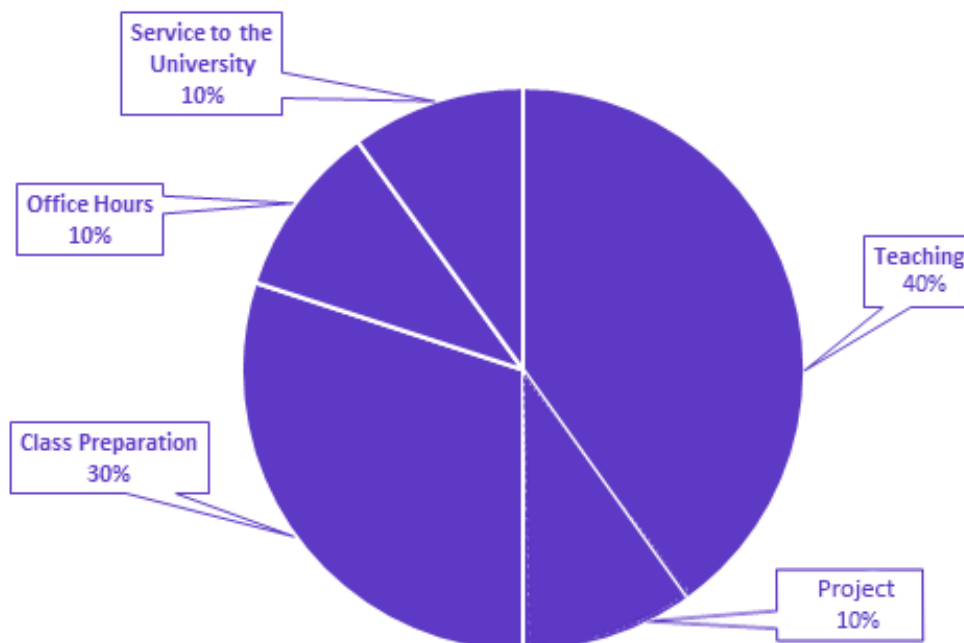


Your institutional salary is a **fixed amount** for a fiscal year and does not change based on whether or not you participate in a sponsored project. The pie is divided into unequal pieces based on the institution's requirements of you.

These pieces include your teaching, prepping for your classes, office hours, research, service to the university, etc.

You can't make the pie bigger...it's already at 100% of your paid time.

Instead, we have to determine **which piece to make smaller** to accommodate the percentage of the pie that you need freed up to work on your project:





Questions?

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