

Overview and a review of the categories 

Overview

Effort Reporting



Agenda

- Effort Reporting – What and Why
- Whose Effort is reported?
- Faculty Assignment Report (FAR)
- Semester Effort Report
- Effort Activity Categories
- Step-by Step Instructions

What is Effort Reporting?

Effort Reporting is the method by which UF honors and accounts for agency commitments.

- Teaching and Research

Each college or department assigns an effort coordinator the responsibility of ensuring that staff and faculty comply with the effort reporting requirements.

Why is Effort Reporting Required?

Effort reporting at UF fulfills two separate requirements:

- Instructional and research reporting required by the **state**
- Sponsored project effort reporting required by the **federal government**



State Requirement

Effort reporting is used to demonstrate compliance with the 12-hour law through reporting to the Board of Governors.

Full-time teaching faculty member who is paid wholly from state funds must teach a minimum of 12 classroom contact hours.

Libraries have no full-time teaching faculty.



Federal Requirement

Effort Reporting is required for all federally sponsored research projects.

- Repositioning Florida's Judaica Library
- Florida and Puerto Rico Digital Newspaper project

Why is Effort Reporting Important?

From the US Department of Justice website,

“University of Florida Agrees to Pay \$19.875 Million to Settle False Claims Act Allegations”

Published Friday, November 20, 2015

The announcement cited that the university improperly charged the US Department of Health and Human Services for salary and administrative costs on hundreds of federal grants.

What if we don't comply?

- Repayment of external funding
- Fines, penalties
- Loss of future funding
- Possible criminal prosecution for Principal Investigators
- Termination of employment

What is non-compliance?

- Poor documentation
- FARs are filled out after the semester begins
- Effort certification does not occur within a reasonable timeframe (a month)

Whose Effort is Reported

1. All Faculty
2. Any Employee who teaches
3. Any Employee who is paid from or cost-shared to an externally funded project.
 - There is no assignment report (no projections) for staff and OPS.
 - PIs certify for staff and OPS.
 - Staff and OPS self-certifies if teaching



Faculty Assignment Report

The FAR is a **projection** effort report that is submitted three times a year (every semester)

- whole numbers only, ballpark numbers
- The total is always 100%

Reports must be submitted in myUFL **before** the semester begins.

Standard Allocation for Smathers Library Faculty

- 10% Department Funded Research, 90% Service

Submitting the FAR

The Libraries Effort Coordinator will send an email asking faculty to complete the Effort Allocation Form.

1. Faculty and Chair/Dean should discuss the planned effort for the upcoming semester.
2. Effort allocation form should be emailed to Danielle Sessions (Effort Coordinator).
3. Effort Coordinator will generate the FAR in myUFL.
4. FAR approver approves the FAR in myUFL.
5. Faculty “acknowledges” the FAR in myUFL.
 - FAR will auto-acknowledge after 15 days and close.

FAR | Approval Detail

Employee 74799787 O'Dell,Allison Jai Empl Rcd # 0 - ASO UNIV LIBRARIAN FAR Period Spring 2017

Department 55160100 - LB-CATALOG CHAIR FAR Version # 1 FAR Status In Approval

Sabbatical / Leave of Absence Manage Workflow

◀◀ Show Less Detail Show More Detail ▶▶

Acknowledge FAR

			Spring 17
<u>Total Effort Entered</u>			<u>100</u>
<input type="checkbox"/>	Instructional Activity		
	Courses		
	Thesis & Dissertation		
	# of Students		
	Other Instructional Activity		
<input type="checkbox"/>	Research/Other Sponsored Activities		10
	Department Funded Research		10
	Externally Funded Research/Other Spons Activity		
<input type="checkbox"/>	Administration and Services		90
	Service		90
	University / College / Department Administration		
	University Governance		
<input type="checkbox"/>	Other		

Summer 2017 Timeline

**Effort Allocation form due to Effort
Coordinator**
5/12/2017

Certify the Semester Effort Report

May

June

July

August

September

October

**Summer Semester begins and
FAR is submitted**
5/19/2017

Summer Semester ends
8/10/2017

Semester Effort Report

The Semester Effort Report is the effort report that is certified after the semester has ended, and this report reflects what you actually did.

Like the FAR, this report is submitted three times a year (every semester). Unlike the FAR, the effort allocation shouldn't necessarily match the allocation on the FAR.



Certifying the Semester Effort Report

The Libraries Effort Coordinator will send an email telling you the certification period has opened. This occurs 1-2 months after the semester has ended.

1. Effort Coordinator will submit all Semester Effort Reports in myUFL.
2. Faculty will be prompted to certify via an automated email.
3. Faculty will certify their effort report in myUFL. Principal Investigators will certify for staff and OPS employees.

Please certify within one month of the certification period

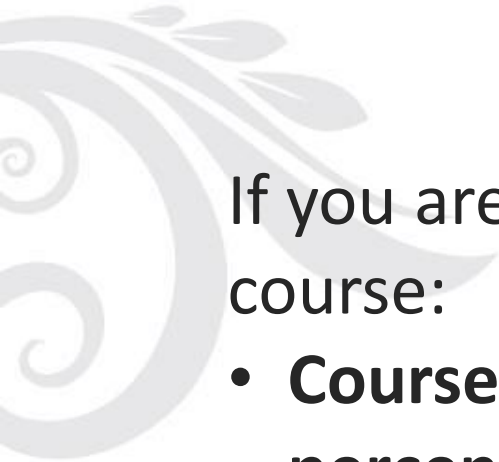


Activity Categories

1

Instructional Activity

1. Courses
2. Thesis/Dissertations
3. Other Instructional Activity



If you are listed as the instructor for a credited course:

- **Course number, # of sections, and effort percentage** is required.
- **# of students** if Thesis/Dissertation committee

Otherwise, instruction effort will go under *Other Instructional Activities*

Conversion Table for Contact Hours

Teaching Contact Hours (CH)		Maximum Effort % To Report (CH/12)
1.0		8.33
2.0		16.66
3.0	← <i>This number of Contact Hours Equals Maximum Effort % to be spread</i> →	25.00
4.0		33.33
5.0		41.66
6.0		50.00
7.0		58.33
8.0		66.66
9.0		75.00
10.0		83.33
11.0		91.66
12.0		100.00

You can use this chart for the FAR, but not for the Semester Effort Report.



2

Research

1. Department Funded Research
 - Internally funded
2. Externally Funded Research
 - Externally funded

Department Funded Research

10% Research time for faculty

- ✓ Strategic Opportunity grants
- ✓ FEOs
- ✓ UF Tech Fee

Externally Funded Research

All research activities that are funded by federal, state, local government and private organizations.

External funding is recorded here

- “Saving St Augustine” – project #00089735

Don't know what your summer effort commitment is for your externally funded project? Ask Danielle Sessions.



Total Research Percentage

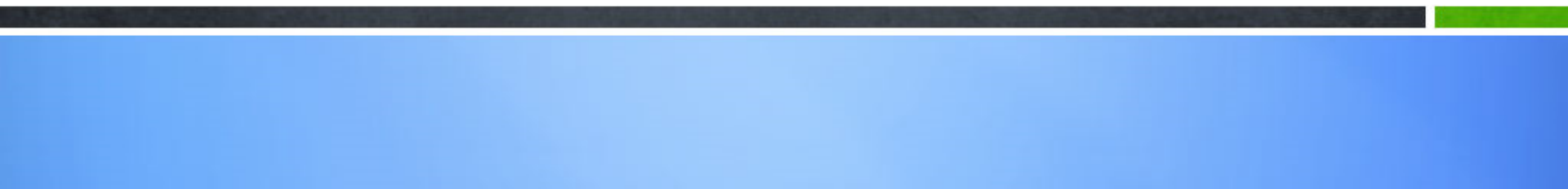
Check with your Chair/Dean about what your total Research % should be.

Your effort reporting history will be included in your Tenure and Promotion packet, so you do not want to over-report your time spent on research.



3

Administration and Service

1. Service
 2. College/Department/University Administration
 3. College/Department/University Governance
- 

Service

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party.

Most librarianship (90%)

- Includes: Ask-a-Librarian, service in a professional organization, service to student organization

Administration

Supervision, management, or staff activities related to the administration of a department.

- Generally restricted to individuals with formal administrative appointments, such as Chairs and Deans

Governance

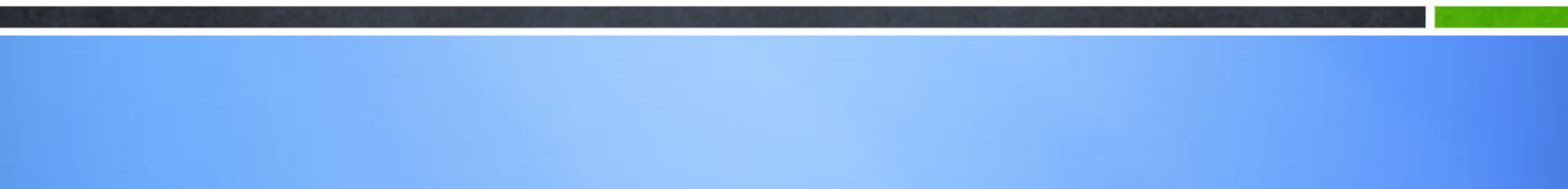
Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

Ex: Faculty Senate, councils



4

Leave of Absence/Sabbatical

1. Annual/Sick Leave
 2. Leave of Absence (Paid)
 3. Sabbatical
- 

Annual/Sick Leave

Report when the leave taken exceeds

- **20 work days** in the Fall or Spring semester
- **12 work days** in the Summer semester

To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of work days in the semester.

Annual/Sick Leave cont.

Fall/Spring Semester

$$1.0 \times (20 \text{ work days} / 100 \text{ days}) = 20\% \text{ effort}$$

Summer Semester

$$1.0 \times (12 \text{ work days} / 60 \text{ days}) = 20\% \text{ effort}$$

Leave of Absence (Paid)

An authorized compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair assigns the leave.

Ex. FMLA

Sabbatical

Effort should be reported when the chair assigns the sabbatical.

Generally 100% unless a different allocation is agreed upon.

Faculty Toolkit

<http://www.fa.ufl.edu/departments/cost-analysis/effort-certification/faculty-toolkit/>

Step-by-Step Instructions:

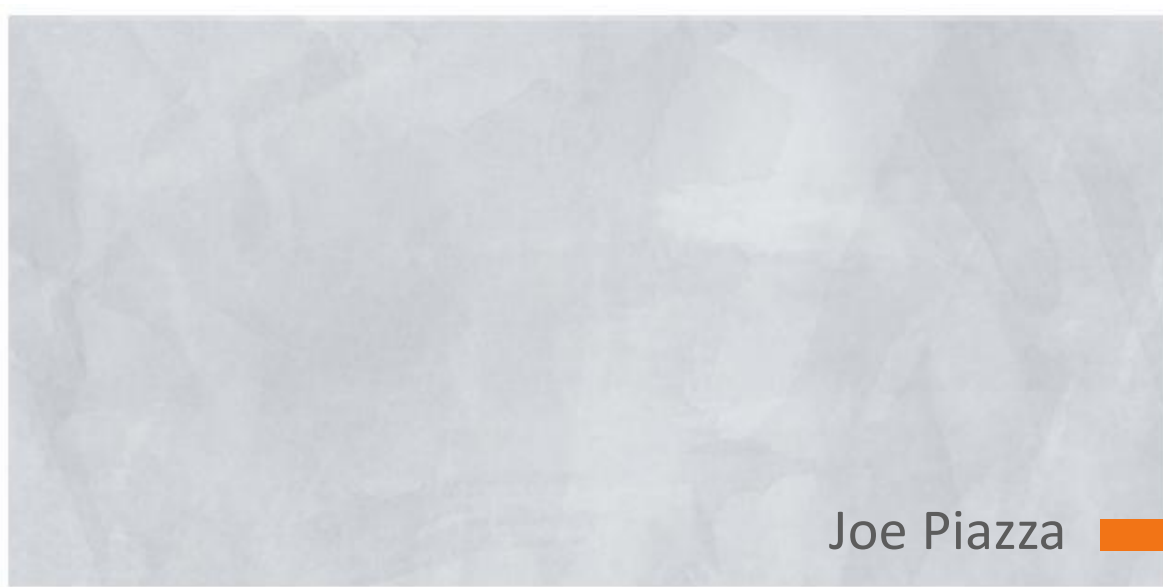
- Certifying Your Effort
- Certifying the Effort of Students and Staff
- Acknowledging a Faculty Assignment Report


Questions?

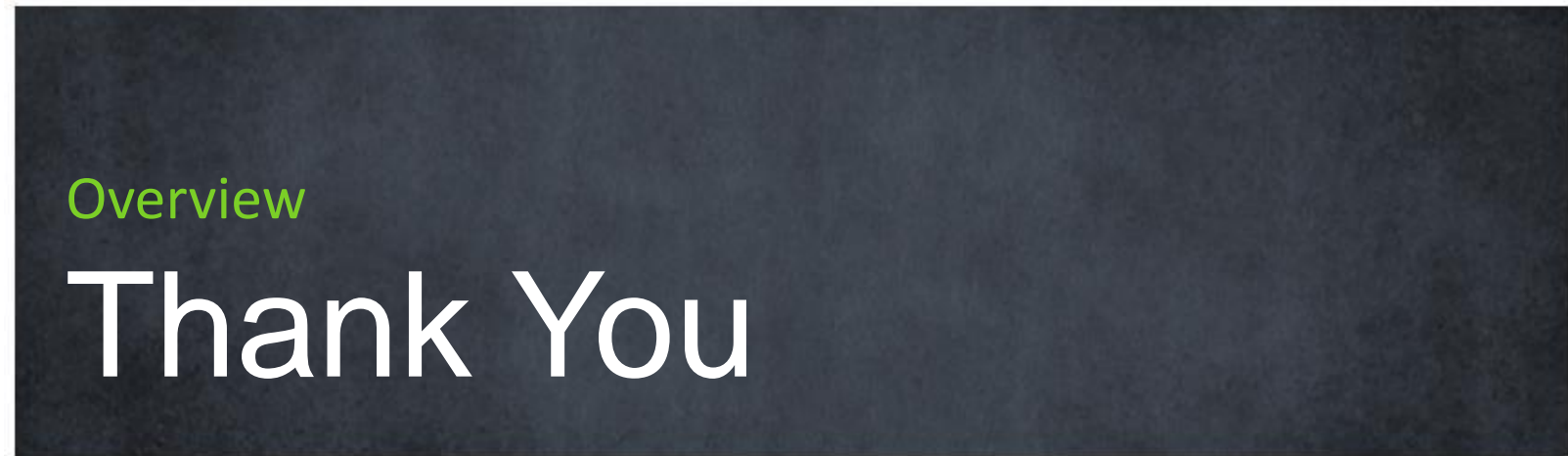
Effort Reporting is coordinated through the Smathers Libraries Human Resources Office

- Phone: 273-2595

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Joseph Piazza - jpiazza@ufl.edu



Joe Piazza 



Overview

Thank You

