

Classification of Common UT Tyler Activities

Effort reporting is the federally mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort expended on that project. “Effort” is the proportion of time spent on any activity, expressed as a percentage of an individual’s Total Institutional Activities.

Total Institutional Activities includes all professional activity for which an individual is compensated by UT Tyler: sponsored activities, teaching, University administrative duties, private practice, and other activities. Total Institutional Activities includes all of these activities, regardless of *when* during the day (daytime, evening, weekends) or *where* (on campus, at home, while traveling, etc.) the activities take place.

Questions frequently arise as to whether particular activities should be considered part of an individual’s Total Institutional Activities and, if so, whether those activities are chargeable to a sponsored project. This table provides general guidance on how to treat some common University activities; however, there may be special circumstances that require a case-by-case analysis. If you have questions that are not answered here, please contact the Office of Sponsored Research.

| Teaching | | |
|--|---|---|
| Activity | Included in Total Institutional Activities | Chargeable to a sponsored project |
| Teaching a course or seminar at UT Tyler | Yes | No, unless it relates to a specific sponsored project |
| Working with students | Yes | Generally no, unless the work relates to a specific sponsored project |
| Office hours | Yes | Generally no, unless the work relates to a specific sponsored project |
| Guest lecturer at another institution | Generally yes, unless compensated by that institution | Generally no, unless the work relates to a specific sponsored project |

| Administration | | |
|---|--|-----------------------------------|
| Activity | Included in Total Institutional Activities | Chargeable to a sponsored project |
| Serving on a University committee (e.g., tenure committees, Institutional Review Board, etc.) | Yes | No |
| Serving in school or department leadership (e.g., as department chair, dean, center/institute director, etc.) | Yes | No |

| Sponsored Projects/Research | | |
|--|--|--|
| Activity | Included in Total Institutional Activities | Chargeable to a sponsored project |
| Conducting research or providing service pursuant to a sponsored project award | Yes | Yes, if the sponsor agreed to fund the effort No, if the sponsor requires the effort but has not agreed to fund it (mandatory cost sharing) No, if the researcher volunteers the effort but the sponsor has not agreed to fund the effort (voluntary cost sharing) *Note, however, that any cost sharing must be reported on the effort certification form as effort devoted to the project |
| Writing competitive funding proposals | Yes | No |
| Writing continued funding applications and progress reports | Yes | Yes |
| Writing scholarly articles | Yes | No, unless it relates to a specific sponsored project |

| Outside Activity | | |
|--|---|-----------------------------------|
| Activity | Included in Total Institutional Activities | Chargeable to a sponsored project |
| Outside consulting | No | No |
| Serving as a peer reviewer for a journal | No | No |
| Reviewing grants for a funding agency | No, unless UT Tyler reimburses associated travel and expenses | No |
| Participation in professional society activities | No, unless UT Tyler reimburses associated travel and expenses | No |