

Total Institutional Activities

Definition of Total Institutional Activities

In submitting grant applications, charging salary to grants, monitoring effort during the course of the year and certifying the reasonableness of that effort following the close of the University's fiscal year, Federal regulations require that the allocation of effort to sponsored projects and other University activities be based on "Total Institutional Activities." Total Institutional Activities is defined as all of the activities which the individual is required to perform in fulfilling his/her contractual obligations to the University.

Total Institutional Activities is not based on a set number of hours or standard work week. Rather, it depends on the specific circumstances of each faculty member, and the activities required to fulfill his or her obligation to the University. Accordingly, for an individual who spends 60 hours a week on University activities, those 60 hours represent 100% of that individual's Total Institutional Activities.

Sponsored and Non-sponsored Activities

Total Institutional Activities is comprised of two broad categories of activities:

Sponsored activities, which include research, research training, public service and similar activities funded by external sources, including Federal, State and local governments, as well as private foundations and organizations. It is generally the case that the effort devoted to sponsored activities is funded by the sponsors of those activities; in these cases, the percentage of salary charged to the sponsored project is commensurate with the percentage of Total Institutional Activities that is devoted to that project. In some cases, however, some or all of the effort devoted to a sponsored project may be funded by departmental sources, referred to as "cost sharing", either because the sponsor requires cost sharing ("mandatory committed cost sharing"), or because the Principal Investigator commits to do so in the grant proposal ("voluntary committed cost sharing"). For further guidance on cost sharing, refer to the Reference Guide on Cost Sharing, which can be found at <http://www.uttyler.edu/research/compliance/time-effort/> within the "Resources" section.

Non-sponsored activities, such as:

- 1) Teaching, this includes classroom teaching, preparation, development of teaching materials, advising students and similar activities.
- 2) Departmental research, which is research funded by departmental or school resources that is not separately budgeted and accounted for.
- 3) Departmental/School Administration, which includes serving in a departmental oversight role (e.g., serving as chair, dean, director, etc) and service on departmental or institutional committees such as an Institutional Review Board or a tenure committee. Administration also includes effort devoted to the writing of competitive grant proposals.

Exclusions from the Definition of Total Institutional Activities

Total Institutional Activities does not include activities such as:

1. Outside consulting;
2. Participation in peer review study sections, professional association activities, journal peer review and similar activities, unless the University pays for travel and expenses associated with those activities.

Note that in assigning, charging and certifying effort, each individual must ensure that the allocated effort assigned to every activity reasonably reflects the actual effort devoted to such activity. There is no expectation of precision in making these allocations; rather, the allocation must represent a reasonable estimate of the effort actually spent.

For further guidance please refer to the "Classifications of Common UT Tyler Activities" reference guide, which can be found at: <http://www.uttyler.edu/research/compliance/time-effort/> within the "Resources" section.

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ORS Time and Effort Reference Guide

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