

Faculty Effort Analysis

Overview

In an attempt to estimate faculty effort as accurately as possible without unnecessary burden we have developed a worksheet to assist in the accounting of effort. This is voluntary but may be beneficial for some faculty. The worksheet is divided into two sections.

The left section creates the number of hours the faculty member spends per week on both Wash U time and Non-Wash U time. The worksheet is designed for input of the number of hours in a typical day along with the number of hours during non-typical days. An example of a non-typical day would be while preparing grant submissions or while providing additional patient care coverage.

The right side of the worksheet is where the Washington University effort is allocated using the standard Personnel Activity Reporting System (PARS) classifications. A total of all allocated effort is given at the bottom along with an over/under allocation calculation, which should net to zero when the allocation is in balance.

Instructions

Begin by entering the average hours per day on campus in the shaded cells on the left side of the worksheet, continuing on to the hours per evening, Saturday and Sunday. This will be the standard average hours per week.

Continuing down the left side of the sheet enter the additional hours per day, days per week and weeks per the 6 month PAR period spent during non-standard weeks when additional time is dedicated to grant writing, clinical practice attending or other activities. These are hours that are in addition to the standard hours listed above.

Finally, enter the average number of hours per week spent on other activity that is not funded through Wash U. While this section has no reflection of Wash U time or effort it does help one account for their time.

Moving to the right side of the sheet enter the weeks per period, days per week and hours per day for each of the various activities where applicable. This will return the total hrs per 6 months and the average hours per week for each activity. For Research, Overhead and Other Activities listed toward the bottom of the sheet simply enter the average hours spent per week or hours per period where applicable in the shaded cells.

A total of all hours per week and percent of allocated effort are given at the bottom along with an 'Under / Over' allocation of hours which will display the number of hours that are not in balance with the Total Average Hours per Week from the left side of the sheet. The right most column displays the percent of effort for the activity, which is calculated based on the total number of average hours per week created from the left side of the sheet.

Helpful Links:

[Cost accounting by Function](http://aladdin.wustl.edu/FINANCE.NSF)

<http://aladdin.wustl.edu/FINANCE.NSF>

[Effort Reporting Website](http://researched.wustl.edu/Effort%20Reporting/Main.htm)

<http://researched.wustl.edu/Effort%20Reporting/Main.htm>

[Effort Reporting Online Training](http://researched.wustl.edu/Effort%20Reporting/TrainingAccess2.html)

<http://researched.wustl.edu/Effort%20Reporting/TrainingAccess2.html>

[Direct Cost](http://spa.wustl.edu/)

<http://spa.wustl.edu/>

[SPA's PARs top 10 List](http://spa.wustl.edu/topten/pars_top10_8-18-03.pdf)

http://spa.wustl.edu/topten/pars_top10_8-18-03.pdf