

## Effort Conversions

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### IDENTIFYING EFFORT

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#### **CONVERT PERCENT-EFFORT INTO PERSON-MONTHS (Source: National Institute of Health [NIH])**

To convert percent-effort to person-months, multiply the desired percent-effort you plan to spend on the award by the number of months of your 'Contract Term'. For example:

- 25% of a 9-month 'Contract Term' equals 2.25-person months
  - (i.e.,  $9 \times 0.25 = 2.25$ )
- 10% of a 12-month 'Contract Term' equals 1.2-person months
  - (i.e.,  $12 \times 0.10 = 1.2$ )
- 35% of a 3-month summer 'Contract Term' equals 1.05-person months
  - (i.e.,  $3 \times 0.35 = 1.05$ )
- 10% of a 0.5 FTE 12-month 'Contract Term' equals 0.6-person months
  - (i.e.,  $12 \times .5 \times .1 = 0.6$ )

#### **CONVERT PERSON-MONTHS INTO A PERCENT-EFFORT**

To convert a person-months into a percentage value, divide the number of person months you plan to spend on the award by the number of calendar months of your 'Contract Term'. For example:

- 2.25 person-months of a 9-month 'Contract Term' equals 25% percent-effort
  - (i.e.,  $2.25 / 9 = 25\%$  effort)
- 1.2 person-months of a 12-month 'Contract Term' equals 10% percent-effort
  - (i.e.,  $1.2 / 12 = 10\%$  effort)
- 1.05 person-months of a 3-month 'Contract Term' equals 35% percent-effort
  - (i.e.,  $1.05 / 3 = 35\%$  effort)
- 0.6 person-months of a 12-month 'Contract Term' at 0.5 FTE equals 10% percent-effort
  - (i.e.,  $[0.6 / 0.5] / 12 = 10\%$  effort)

**CONVERSION TABLE**

% Effort	Months by 'Contract Term'						
	Academic Year				Summer Term		
	12 Month	11 Month	10 Month	9 Month	3 Month	2 Month	1 Month
100%	12.00	11.00	10.00	9.00	3.00	2.00	1.00
95%	11.40	10.45	9.50	8.55	2.85	1.90	0.95
90%	10.80	9.90	9.00	8.10	2.70	1.80	0.90
85%	10.20	9.35	8.50	7.65	2.55	1.70	0.85
80%	9.60	8.80	8.00	7.20	2.40	1.60	0.80
75%	9.00	8.25	7.50	6.75	2.25	1.50	0.75
70%	8.40	7.70	7.00	6.30	2.10	1.40	0.70
65%	7.80	7.15	6.50	5.85	1.95	1.30	0.65
60%	7.20	6.60	6.00	5.40	1.80	1.20	0.60
55%	6.60	6.05	5.50	4.95	1.65	1.10	0.55
50%	6.00	5.50	5.00	4.50	1.50	1.00	0.50
45%	5.40	4.95	4.50	4.05	1.35	0.90	0.45
40%	4.80	4.40	4.00	3.60	1.20	0.80	0.40
35%	4.20	3.85	3.50	3.15	1.05	0.70	0.35
30%	3.60	3.30	3.00	2.70	0.90	0.60	0.30
25%	3.00	2.75	2.50	2.25	0.75	0.50	0.25
20%	2.40	2.20	2.00	1.80	0.60	0.40	0.20
15%	1.80	1.65	1.50	1.35	0.45	0.30	0.15
10%	1.20	1.10	1.00	0.90	0.30	0.20	0.10
9%	1.08	0.99	0.90	0.81	0.27	0.18	0.09
8%	0.96	0.88	0.80	0.72	0.24	0.16	0.08
7%	0.84	0.77	0.70	0.63	0.21	0.14	0.07
6%	0.72	0.66	0.60	0.54	0.18	0.12	0.06
5%	0.60	0.55	0.50	0.45	0.15	0.10	0.05
4%	0.48	0.44	0.40	0.36	0.12	0.08	0.04
3%	0.36	0.33	0.30	0.27	0.09	0.06	0.03
2%	0.24	0.22	0.20	0.18	0.06	0.04	0.02
1%	0.12	0.11	0.10	0.09	0.03	0.02	0.01
0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## EFFORT CALCULATOR

Include FTE?

NO

YES, please identify FTE amount:

Convert Percent-Effort to Person-Months

1. Percent-Effort:
2. Contract Term (in months):

Person-Months:

Convert Person-Months to Percent-Effort

1. Person-Months:
2. Contract Term (in months):

Percent-Effort: