

Percent-of-Time & Effort to Months Conversion Chart

Formula:

- # of Academic Year Months x Effort % = Effort months to be expended for the entire AY
- Effort for academic year / 2 = # of effort months for each semester

<u>9 month Academic Year</u>		<u>3 month Summer Term</u>		<u>12 month Calendar Year</u>	
<u>%</u>	<u>months</u>	<u>%</u>	<u>months</u>	<u>%</u>	<u>months</u>
100	9.00	100	3.00	100	12.00
95	8.55	95	2.85	95	11.40
90	8.10	90	2.70	90	10.80
85	7.65	85	2.55	85	10.20
80	7.20	80	2.40	80	9.60
75	6.75	75	2.25	75	9.00
70	6.30	70	2.10	70	8.40
65	5.85	65	1.95	65	7.80
60	5.40	60	1.80	60	7.20
55	4.95	55	1.65	55	6.60
50	4.50	50	1.50	50	6.00
45	4.05	45	1.35	45	5.40
40	3.60	40	1.20	40	4.80
35	3.15	35	1.05	35	4.20
30	2.70	30	0.90	30	3.60
25	2.25	25	0.75	25	3.00
20	1.80	20	0.60	20	2.40
15	1.35	15	0.45	15	1.80
10	0.90	10	0.30	10	1.20
5	0.45	5	0.15	5	0.60

Calendar Year (CY)	12 months	52 weeks	2080 hours	365 days
Academic Year (AY)	9 months	39 weeks	1560 hours	273 days
Summer Term (SM)	3 months	13 weeks	520 hours	90 days

To fill out the budget forms for many grants you need to convert percent-of-effort to months.

Example: A PI on AY appointment at a salary of \$ 63,000 would have a monthly salary of \$ 7,000 (one-ninth of the AY).

25% of AY effort would be 2.25 AY month. The budget figure for that effort would be \$ 15,750 (25% of total AY salary).

Two Summer Salary months for this PI would be \$ 14,000 (equivalent to two-ninths of AY salary). Two summer months would be 66% of the three month summer term.

Example: A PI on a CY appointment at a salary of \$ 72,000 would have a monthly salary of \$ 6,000 (one-twelfth of total CY salary).

25% of CY effort would be 3 CY months. The budget figure for that effort would be \$ 18,000 (25% of total CY salary).

* Always check program guidelines to determine if there are any restrictions imposed on personnel costs (summer salary only; no AY time, no more than x% of PI time, etc.).

* NSF and many other federal agencies will only pay for 2 months summer salary. That is: two/ninths of the individual's regular Academic Year salary.