

Senior Faculty Transition Program (SFTP) and Effort Reporting

The effort report should reflect all activities conducted under the terms of your employment by JHU. Effort is expressed as a percentage of total employed time and is not reflected in hours. The total effort expended cannot be more than - or less than - 100%.

Once an award is accepted, the University is committed to providing level of effort expressed in the Notice of Award. Decrease in the level of committed effort of 25% or greater for federal awards must be authorized by the sponsor. For example 20% of a full time faculty member working 40 hours a week is 8 hours per week. If the effort on the federal award decreases to 6 hours or less per week the decrease in committed effort must be authorized by the sponsor. Sponsor approval may be required for decreases to committed effort at a minimum of 10% for contracts. Please consult agency guidelines for further direction.

Year 1 -75% of FTE

The Full Time salary is \$180,000 X 75% = \$135,000

Semi Annually (Effort Reporting) \$135,000/2 = \$67,500

During Year 1 of the Phase Retirement Program, Sally Harrison provided effort to following projects:

40% (12 hours/week) on NIH Award #2 (67,500 X 40% = \$27,000)

20% (6 hours/week) on Robert Wood Johnson (67,500 X 20% = \$13,500)

40% (12 hours/week) on Departmental and University Administration (67,500 X 40% = \$27,000)

Total Effort is 100% (30 hours/week)

Calculations on Effort Form in Pre Review Process

Pre Review

Name: Harrison, Sally

Employee ID: 00000002

Title: Faculty

Sub Dept: 00000000 - ERS BSPH IH

Division: 162 - ERS Testing

Title Code: U020

Reporting Period: 123118 (07-01-2018 through 12-31-2018)							
Payroll	Accounts	Description	Cost Sharing	Total \$	Total %		
Sponsored Accounts							
\$27,000.00	40%	70000002	NIH Award #2	\$0.00 0%	\$27,000.00	40%	
\$13,500.00	20%	70000006	Robert Wood John	\$0.00 0%	\$13,500.00	20%	
\$40,500.00	60%		Sponsored Subtotal	\$0.00 0%	\$40,500.00	60%	
Non-Sponsored Accounts							
\$27,000.00	40%	71000000	General Salaries	\$0.00 0%	\$27,000.00	40%	
\$27,000.00	40%		Non-Sponsored Subtotal	\$0.00 0%	\$27,000.00	40%	
\$67,500.00	100%		Grand Total	\$0.00 0%	\$67,500.00	100%	

Add Account

Notes

Exit
Reset
Save
Proceed

Calculations on Effort Form in Certification Process

Certify

Name: Harrison, Sally  Employee ID: 00000002 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020



Reporting Period: 12/31/18 (07-01-2018 through 12-31-2018)						
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %	
Sponsored Accounts						
70000002	NIH Award #2	40%	0%	40%	 40%	
70000005	Robert Wood John	20%	0%	20%	 20%	
Sponsored Subtotal		60%	0%	60%	60%	
Non-Sponsored Accounts						
71000000	General Salaries	40%	0%	40%	 40%	
Non-Sponsored Subtotal		40%	0%	40%	40%	
Grand Total		100%	0%	100%	100%	

 Add Account

Notes

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Year 2- 50% of FTE

The Full Time salary is \$180,000 X 50% = \$90,000

Semi Annually (Effort Reporting) \$90,000/2 = \$45,000

During Year 2 of the Phase Retirement Program, Sally Harrison provided effort to following projects:

40% (8 hours/week) on NIH Award #2 (45,000 X 40% = \$18,000)


20% (4 hours/week) on Robert Wood Johnson (45,000 X 20% = \$9,000)




40% (8 hours/week) on Departmental and University Administration (45,000 X 40% = \$18,000)

Total Effort is 100% (20 hours/week)

Calculations on Effort Form in Pre Review Process


Pre Review

Name: Harrison, Sally  Employee ID: 00000002 Title: Faculty
Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020





  

Reporting Period: 123118 (07-01-2018 through 12-31-2018)

Payroll	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$18,000.00	40% 70000002	NIH Award #2	\$0.00 0%	\$18,000.00	40%
\$9,000.00	20% 70000006	Robert Wood John	\$0.00 0%	\$9,000.00	20%
\$27,000.00	60%	Sponsored Subtotal	\$0.00 0%	\$27,000.00	60%
Non-Sponsored Accounts					
\$18,000.00	40% 71000000	General Salaries	\$0.00 0%	\$18,000.00	40%
\$18,000.00	40%	Non-Sponsored Subtotal	\$0.00 0%	\$18,000.00	40%
\$45,000.00	100%	Grand Total	\$0.00 0%	\$45,000.00	100%

 Add Account

Notes

Calculations on Effort Form in Certification Process

Certify

Name: Harrison, Sally  Employee ID: 00000002 Title: Faculty
 Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020



Reporting Period: 123118 (07-01-2018 through 12-31-2018)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
70000002	NIH Award #2	40%	0%	40%	<input type="text" value="40%"/>
70000006	Robert Wood John	20%	0%	20%	<input type="text" value="20%"/>
Sponsored Subtotal		60%	0%	60%	60%
Non-Sponsored Accounts					
71000000	General Salaries	40%	0%	40%	<input type="text" value="40%"/>
Non-Sponsored Subtotal		40%	0%	40%	40%
Grand Total		100%	0%	100%	100%

 Add Account

Notes

[Exit](#) [Reset](#) [Notify](#) [Save](#) [Proceed](#)

Year 3- 30% of FTE

The Full Time salary is \$180,000 X 30% = \$54,000

Semi Annually (Effort Reporting) \$54,000/2 = \$27,000

During Year 3 of the Phase Retirement Program, Sally Harrison provided effort to following projects:

40% (5 hours/week) on NIH Award #2 (27,000 X 40% = \$10,800)


20% (2.5 hours/week) on Robert Wood Johnson (27,000 X 20% = \$5,400)




40% (5 hour/week) on Departmental and University Administration (27,000 X 40% = \$10,800)

Total Effort is 100% (12.5 hours/week)

Calculations on Effort Form in Pre Review Process


Pre Review

Name: Harrison, Sally  Employee ID: 00000002 Title: Faculty
Sub Dept: 00000000 - ERS BSPH III Division: 162 - ERS Testing Title Code: U020





  

Reporting Period: 123118 (07-01-2018 through 12-31-2018)

Payroll	Accounts	Description	Cost Sharing	Total \$	Total %
Sponsored Accounts					
\$10,800.00	40% 70000002	NIH Award #2	\$0.00 0%	\$10,800.00	40%
\$5,400.00	20% 70000005	Robert Wood John	\$0.00 0%	\$5,400.00	20%
\$16,200.00	60%	Sponsored Subtotal	\$0.00 0%	\$16,200.00	60%
Non-Sponsored Accounts					
\$10,800.00	40% 71000000	General Salaries	\$0.00 0%	\$10,800.00	40%
\$10,800.00	40%	Non-Sponsored Subtotal	\$0.00 0%	\$10,800.00	40%
\$27,000.00	100%	Grand Total	\$0.00 0%	\$27,000.00	100%


 Add Account





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Calculations on Effort Form in Certification Process

Certify






Name: Harrison, Sally  Employee ID: 00000002 Title: Faculty
Sub Dept: 00000000 - ERS BSPH IH Division: 162 - ERS Testing Title Code: U020

Reporting Period: 123119 (07-01-2018 through 12-31-2018)					
Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts					
70000002	NIH Award #2	40%	0%	40%	 40%
70000005	Robert Wood John	20%	0%	20%	 20%
Sponsored Subtotal		60%	0%	60%	60%
Non-Sponsored Accounts					
71000000	General Salaries	40%	0%	40%	 40%
Non-Sponsored Subtotal		40%	0%	40%	40%
Grand Total		100%	0%	100%	100%

 Add Account

Notes

If you have additional questions please contact effort@jhu.edu or 443-997-3806.