

Reporting faculty research effort for **University-Department Funded Research** and **University-Internally Funded Pilot or Seed Award**, in the **Faculty Activity Reporting system (FAR)**:

- Departmental Research effort reported under **Grants (Sponsored External) and University (Internal) Research**, using Research Funding Type **University- Department-Funded Research**, provided:
  - FTE is verified as effort expended on the project by the faculty member and approved by the Chair or Dean, in semester report;
  - A statement of work or research abstract with expected outcomes is included in this section at time of annual assignment or semester report, and a progress statement is included in semester report.
  - On FAR input form enter Title, abstract or scope of work (unless already part of annual assignment), and include progress statement either in this section, or in the description box.
  - Research Funding Type is **University-Department Funded Research** and Type of Funding is **Institutional – Internal Awards**
- Outcomes resulting from **University-Department-Funded Research** will be reported under **Scholarly Contributions and Creative Productions**
  - FTE is verified as effort expended towards this achievement (journal, production, presentation etc)
  - Choose Research Funding Type **University- Department-Funded Research**
- **University-Internally Funded Pilot or Seed Award** effort (i.e. pilot, seed awards funded by Research Pillars, Division of Research, College Deans or Departments) **reported under Grants (Sponsored External) and University (Internal) Research**, provided:
  - Activity percentage of time spent is verified by faculty and approved by Chair or Dean, in the semester report;
  - A statement of work or research abstract with expected outcomes is included in this section at time of annual assignment or semester report, and a progress statement is included in semester report.
  - On FAR input form enter Title, abstract or scope of work (unless already part of annual assignment), and include progress statement either in this section, or in the description box.
  - Research Funding Type is **University-Internally Funded Pilot or Seed Award** and Type of Funding is **Institutional – Internal Awards**
- Outcomes resulting from **University-Internally Funded Pilot or Seed Award** will be reported under **Scholarly Contributions and Creative Productions**
  - FTE is verified as effort expended towards this achievement (journal, production, presentation etc)
  - Choose Research Funding Type **University-Internally Funded Pilot or Seed Award**