# FAR - how to enter activities for GRAs

**Activities for GRAs can vary. Listed below are a few examples of the typical GRA and how to enter their activities in FAR.**

## Case Scenarios


**Case 1 –** A GRA, 50% FTE, research effort mainly related to one or two grants. Activities were supported by C&G funds. Assuming the activity started in summer 2022 and continued into future terms (no changes to activity status or funding sources) ..... 2

**Case 2** – A GRA, 50% FTE, research effort mainly related to one or two grants. Activities were supported by C&G funds. Assuming the activity started in summer 2022 and continued into fall 2022 then completed in spring 2023 (change of activity status) ..... 5

**Case 3 –** A GRA, 50% FTE, research effort on various projects, preliminary studies and publications. Activities were supported by E&G funds in summer and fall 2022 and C&G funds in spring 2023 (change of funding source) ..... 8

**Case 4 –** A GRA, total 50% FTE, two activities ..... 13

- 25% FTE research effort on various projects, preliminary studies and publications which started in summer 2022 and were supported by E&G funds (Act#1). ..... 13
- 25% FTE research effort on a sponsored research project which started in summer 2022 and were supported by C&G funds (Act#2). ..... 13

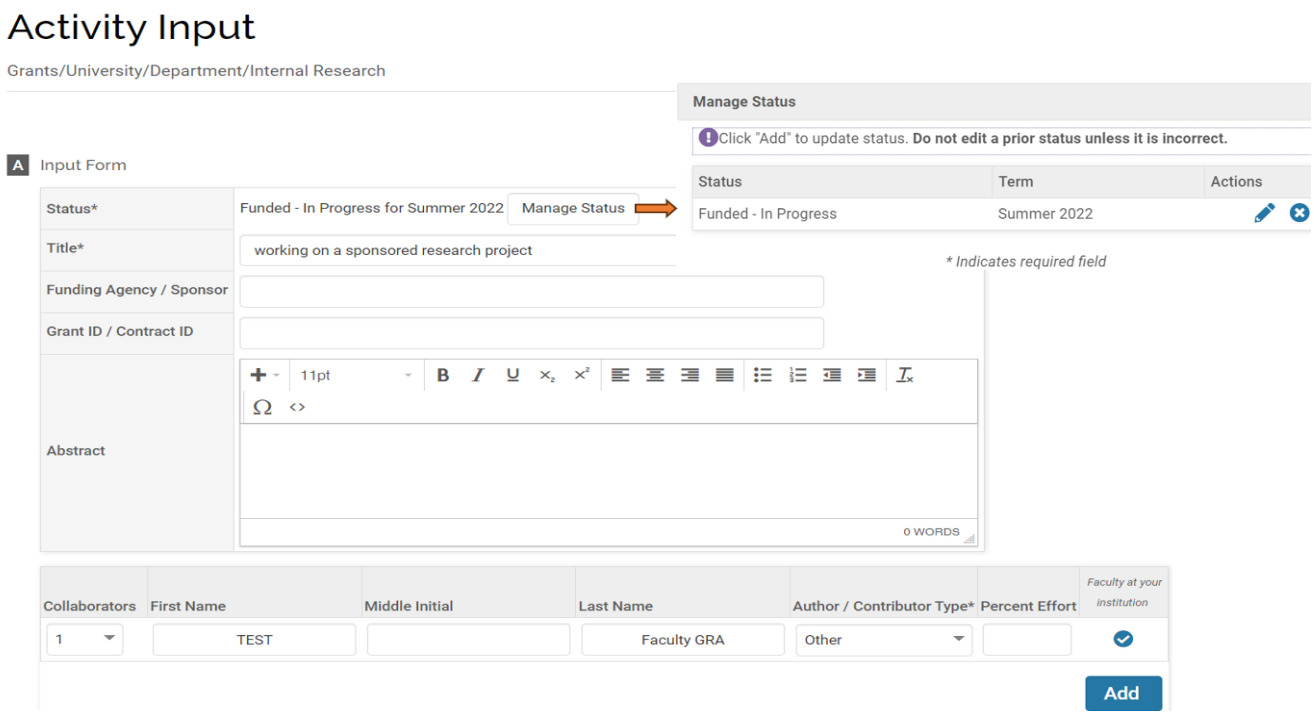
**Case 5 –** A graduate assistance with two positions, GRA & GTA, total 50% FTE ..... 18

- 25% FTE GRA research effort on various projects, preliminary studies and publications which were supported by E&G funds (Act#1) ..... 18
- 25% FTE GTA effort on instructional related, but not direct “Teaching” activities and paid partially by E&G funds (10%, Act#2) and partially by Auxiliary funds (15% by eLearning, Act#3) ..... 18

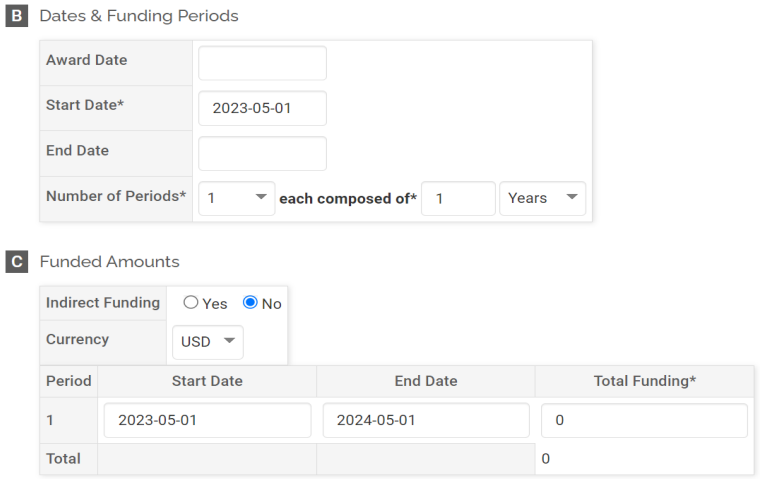
Case 1 – A GRA, 50% FTE, research effort mainly related to one or two grants. Activities were supported by C&G funds. Assuming the activity started in summer 2022 and continued into future terms (no changes to activity status or funding sources)

**Step 1**. Add a Grants activity

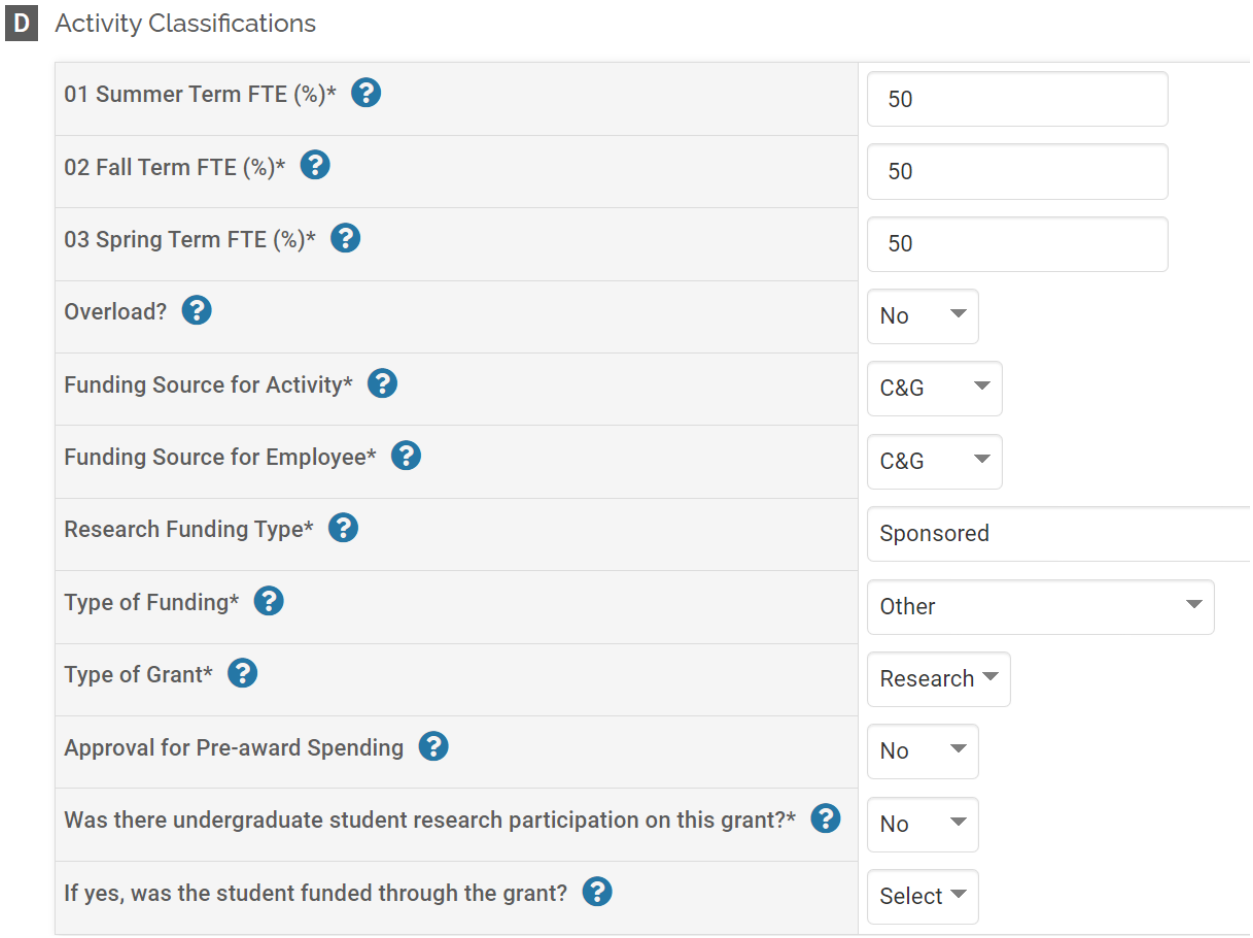
**Step 2-A. Input Form** - screenshot shows the minimum required information (Status, Term/Year and Author). More details can be entered.



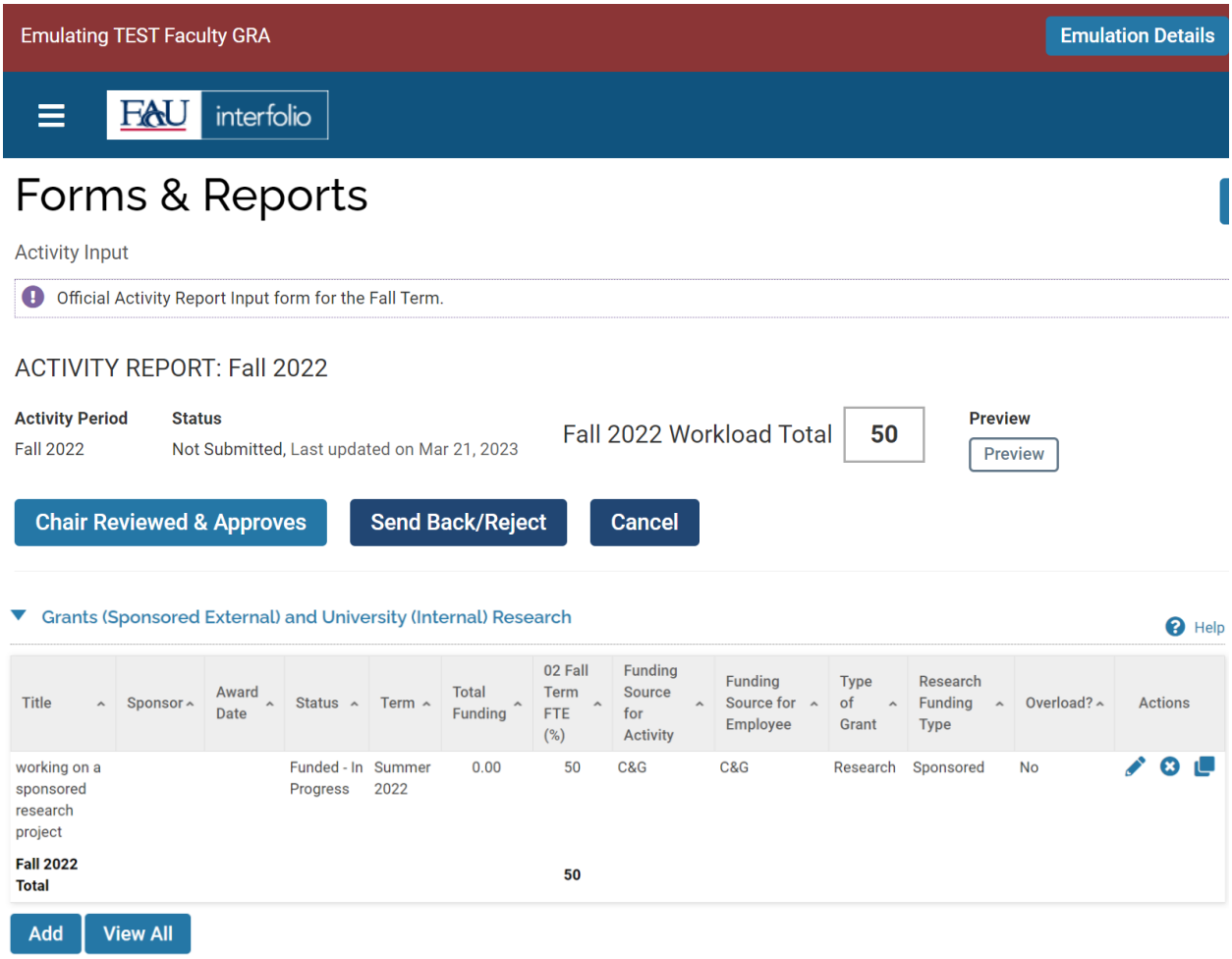

**Step 2-B&C. Dates & Funding Periods and Funded Amounts** – Enter Start Date and Number of Periods



**Step 2-D. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: C&G for both; Research Funding Type: Sponsored; Type of Funding: select an appropriate answer or "Other" if you are not sure or more than one types are involved.



**Case 1 Summary page** – Fall 2022, total 50% FTE. Looks the same for all three terms, summer 2022, fall 2022 and spring 2023



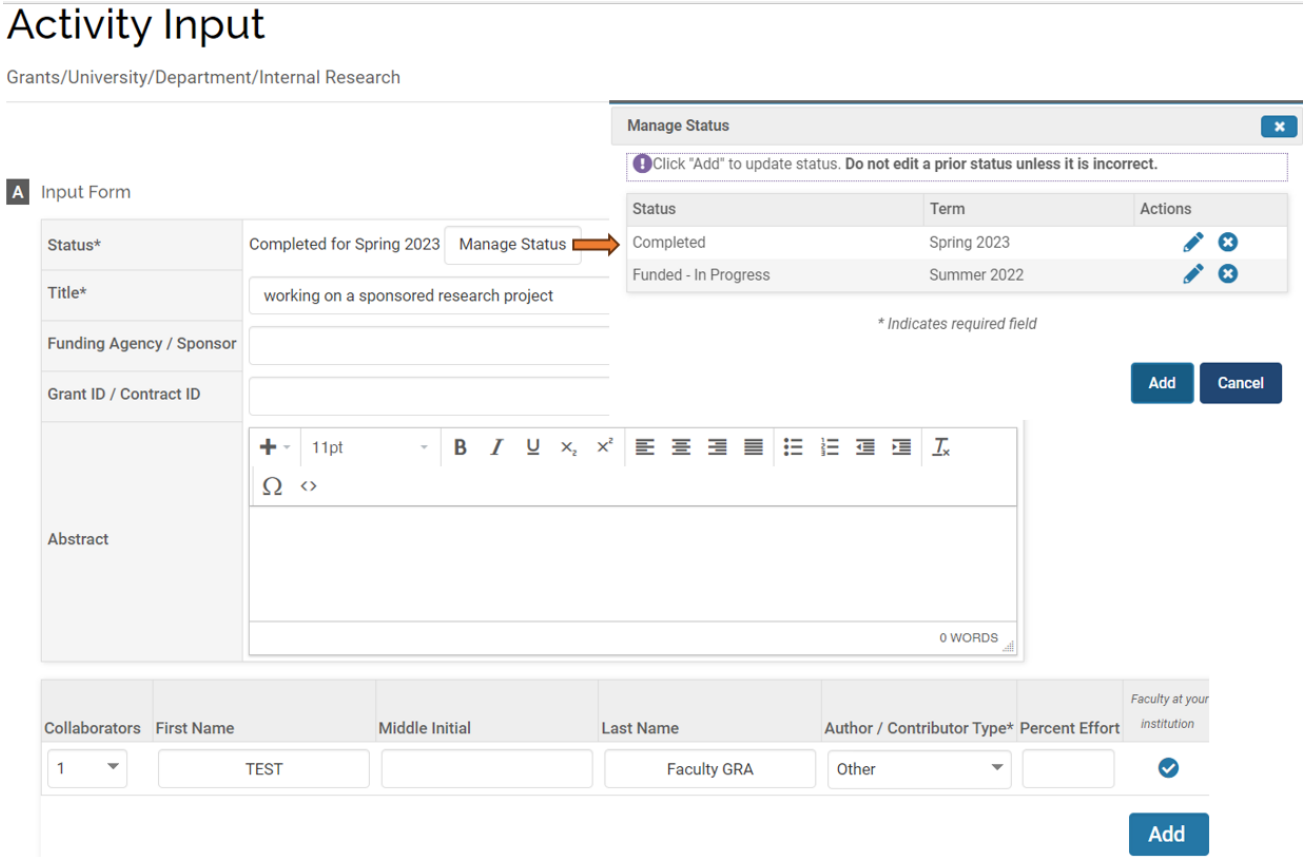
## Case 2 – A GRA, 50% FTE, research effort mainly related to one or two grants. Activities were supported by C&G funds. Assuming the activity started in summer 2022 and continued into fall 2022 then completed in spring 2023 (change of activity status)

**Step 1**. Add a Grants activity

**Step 2-A. Input Form** - screenshot shows the minimum required information (Status, Term/Year and Author). More details can be entered.

**Note on Status –**

- Funded – In Progress: started in summer 2022, continued to fall 2022
- Completed: continued & completed in spring 2023 (Completed activity will not roll over to next term)
- **MUST ADD a status for spring 2023 (**DO NOT UPDATE summer 2022**)**



**Step 2-B&C. Dates & Funding Periods and Funded Amounts** – Enter Start Date and Number of Periods

B Dates & Funding Periods

| | |
|---|---|
| Award Date | |
| Start Date* | 2023-05-01 |
| End Date | |
| Number of Periods* | 1 each composed of* 1 Years |

C Funded Amounts

| | |
|---|---|
| Indirect Funding | ○ Yes ◉ No |
| Currency | USD |

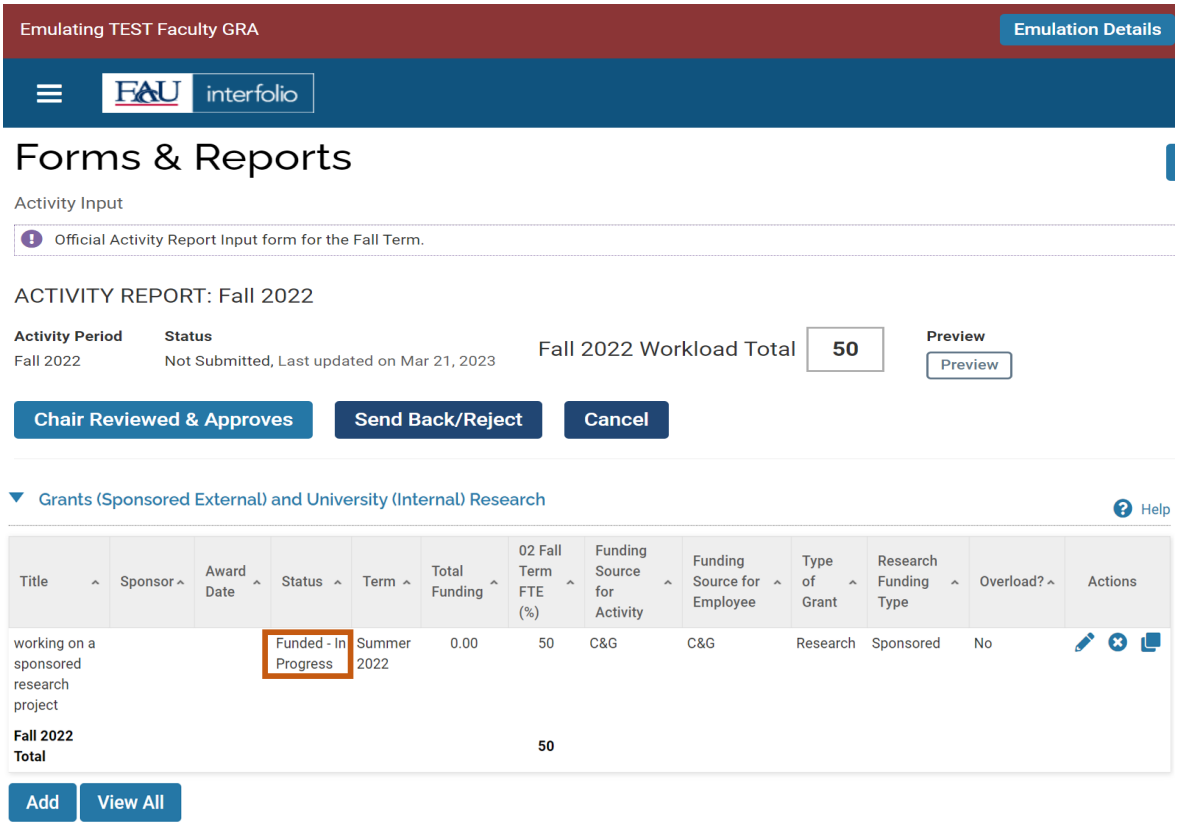
| Period | Start Date | End Date | Total Funding* |
|---|---|---|---|
| 1 | 2023-05-01 | 2024-05-01 | 0 |
| Total | | | 0 |

**Step 2-D. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: C&G for both; Research Funding Type: Sponsored; Type of Funding: select one if you know it or "Other" if not clear or more than one project involved

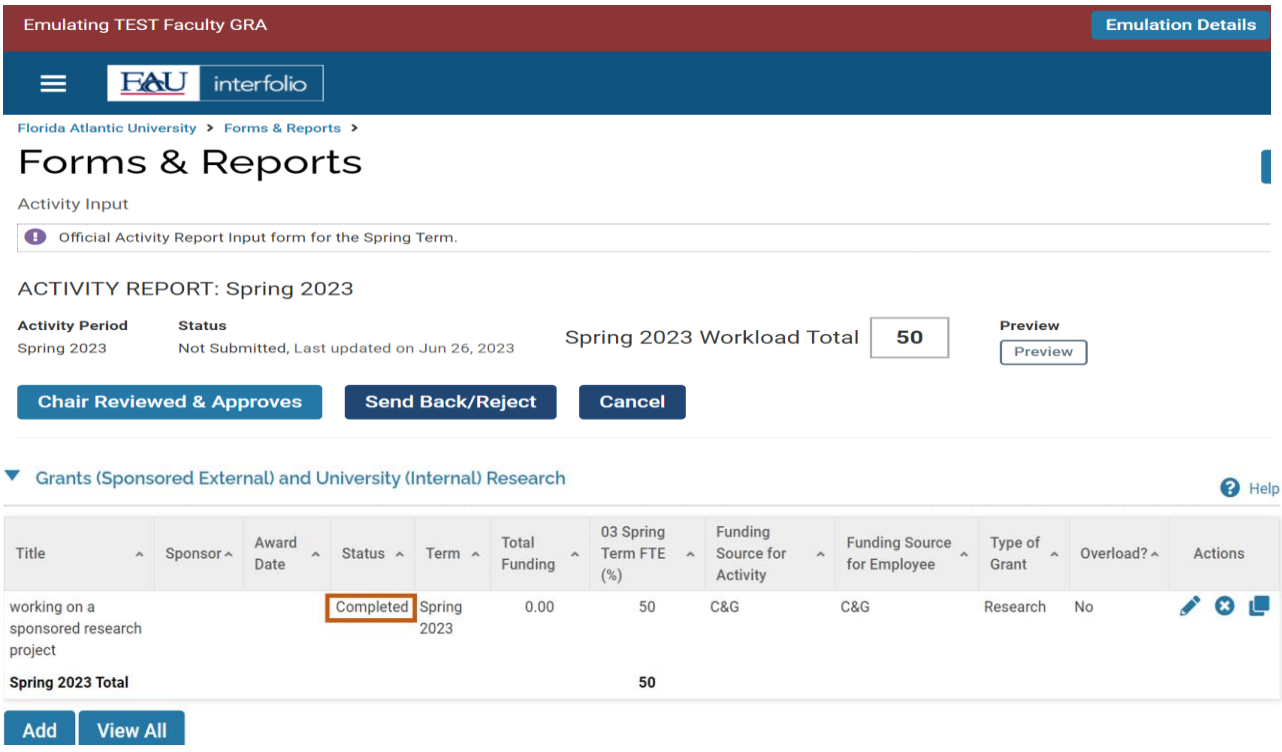
D Activity Classifications

| | |
|---|---|
| 01 Summer Term FTE (%)* | 50 |
| 02 Fall Term FTE (%)* | 50 |
| 03 Spring Term FTE (%)* | 50 |
| Overload? | No |
| Funding Source for Activity* | C&G |
| Funding Source for Employee* | C&G |
| Research Funding Type* | Sponsored |
| Type of Funding* | Other |
| Type of Grant* | Research |
| Approval for Pre-award Spending | No |
| Was there undergraduate student research participation on this grant?* | No |
| If yes, was the student funded through the grant? | Select |

**Case 2 Summary page for Fall 2022** - total 50% FTE. Looks same for summer 2022 & fall 2022

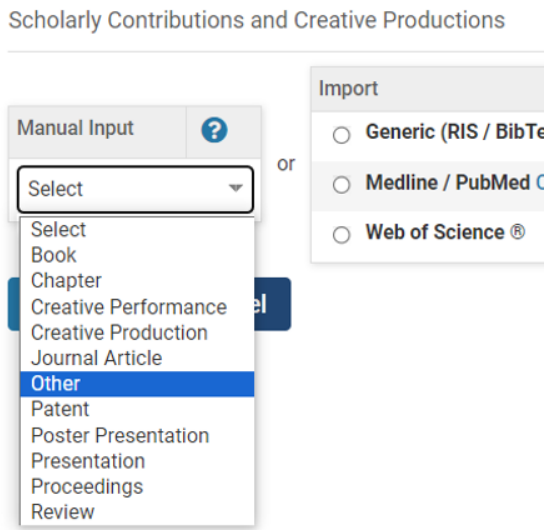



**Case 2 Summary page for Spring 2023** - total 50% FTE. Status changed



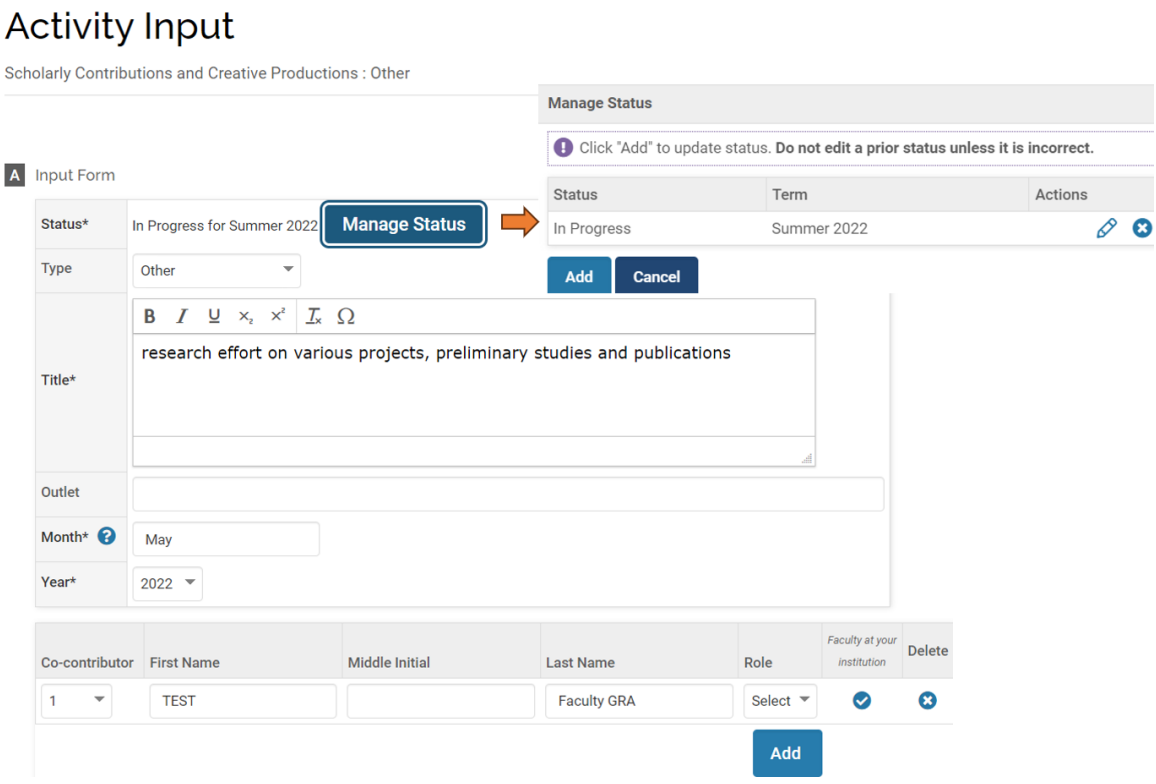
## Case 3 – A GRA, 50% FTE, research effort on various projects, preliminary studies and publications. Activities were supported by E&G funds in summer and fall 2022 and by C&G funds in spring 2023 (change of funding source)

**Step 1 – fall 2022**. Add a Scholarly Contribution activity and select "Other"




**Step 2-A– fall 2022. Input Form** - screenshot shows the minimum required information (Status, Term/Year, Title and Month/Year).

Note on Status – started in summer 2022 and continued into future terms



**Step 2-B – fall 2022. Activity Classifications** – FTEs: Same effort for summer and fall 2022 and 0% FTE for spring 2023; Overload: No (only flag overload for faculty); Funding Sources: E&G for both; Research Funding Type: University - Other; Review Type: Not Reviewed; Undergraduate student: No; Community Engaged: No

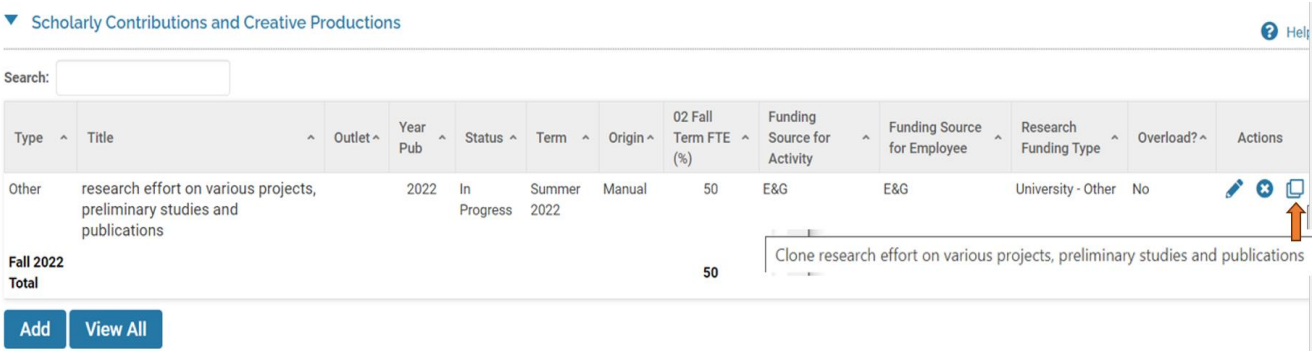
B Activity Classifications

| | |
|---|---|
| 01 Summer Term FTE (%)* | 50 |
| 02 Fall Term FTE (%)* | 50 |
| 03 Spring Term FTE (%)* | 0 |
| Overload? | No |
| Funding Source for Activity* | E&G |
| Funding Source for Employee* | E&G |
| Research Funding Type* | University - Other |
| Intellectual Contributions: Review Type* | Not Reviewed |
| Does this include an undergraduate student as author/co-author?* | No |
| If yes, please enter student name | |
| Community Engaged Research * | No |

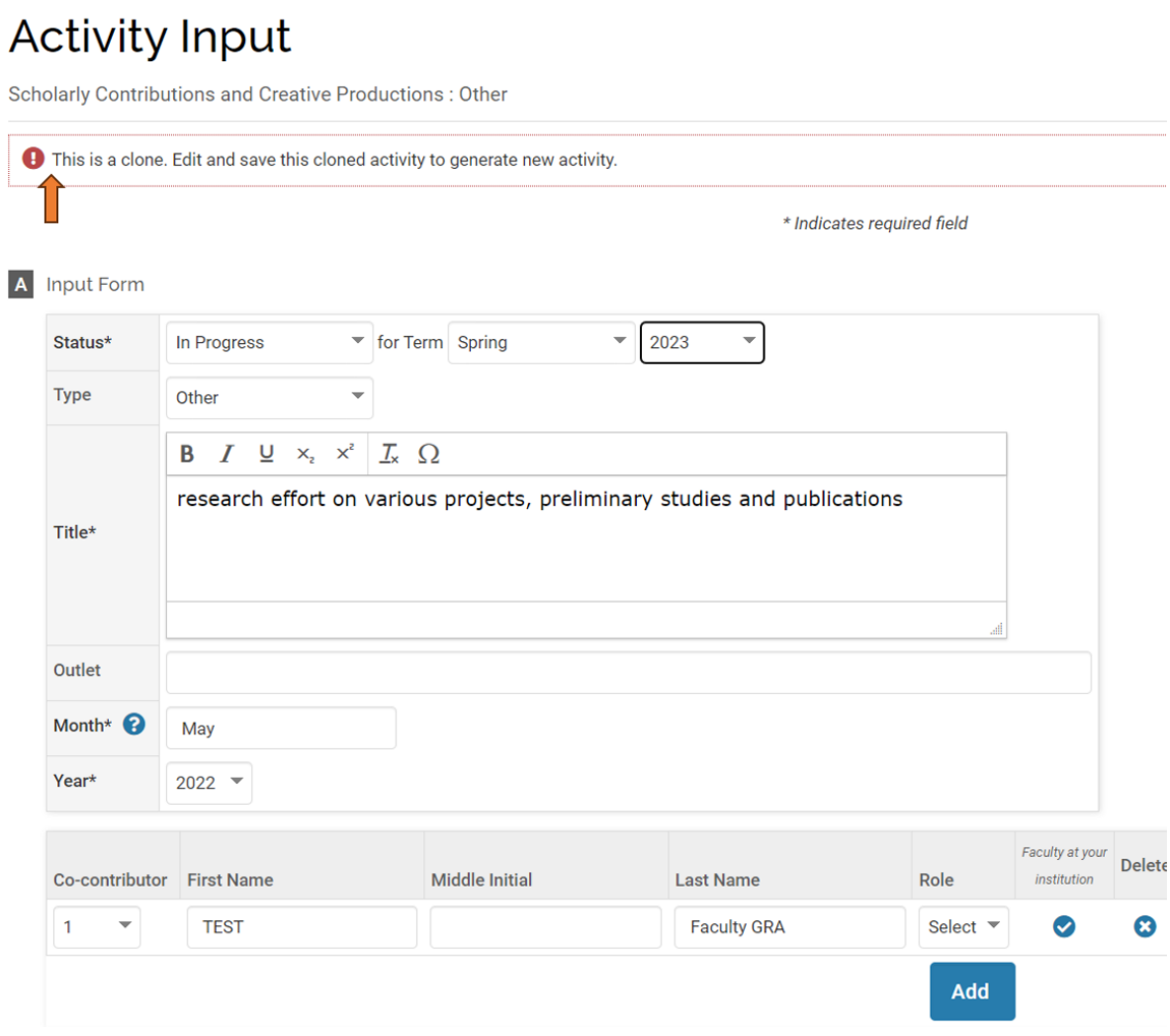
**Note on spring 2023** – Same research but funding source changed

- CLONE the activity in order to change funding source

**Step 1 – spring 2023**. Clone the activity continued from fall 2022




**Step 2-A – spring 2023. Input Form** – This is a cloned activity. Update <u>Term/Year</u> for status



**Step 2-B – spring 2023. This is a cloned activity.**

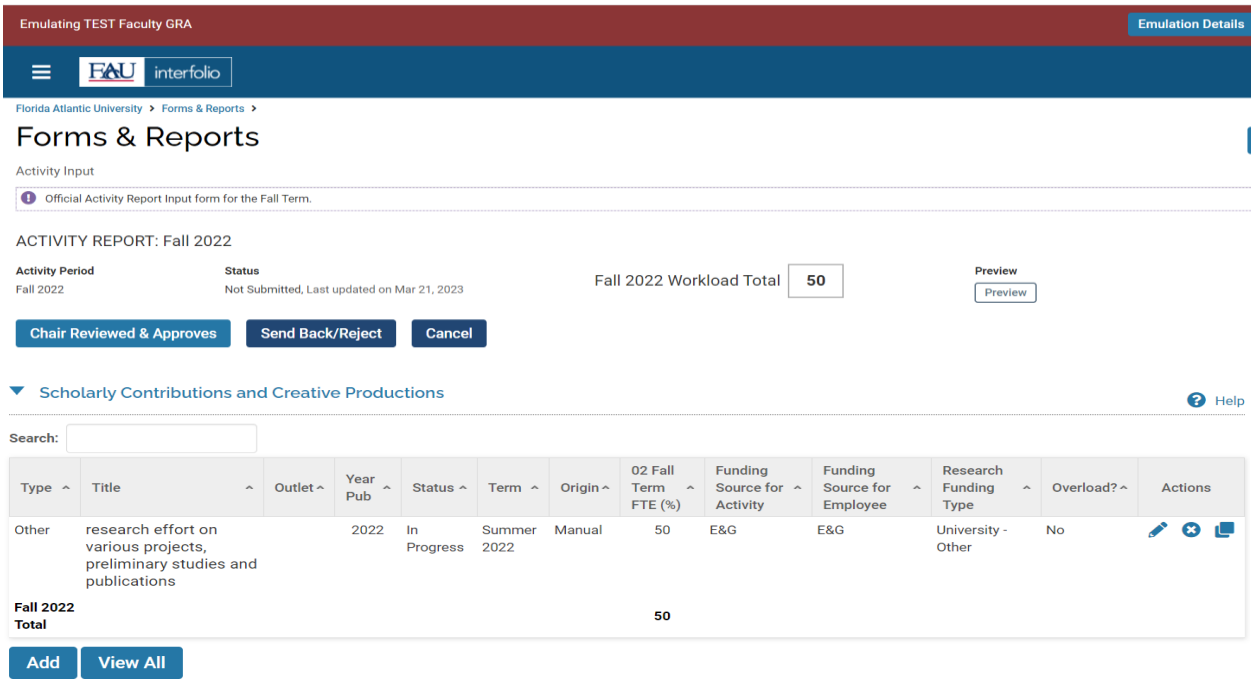
**Note on fields to update**

- **FTE –** MUST update summer and fall to 0% and spring to 50% FTE
- **Funding Sources** – C&G
- **Research Funding Type** - Sponsored

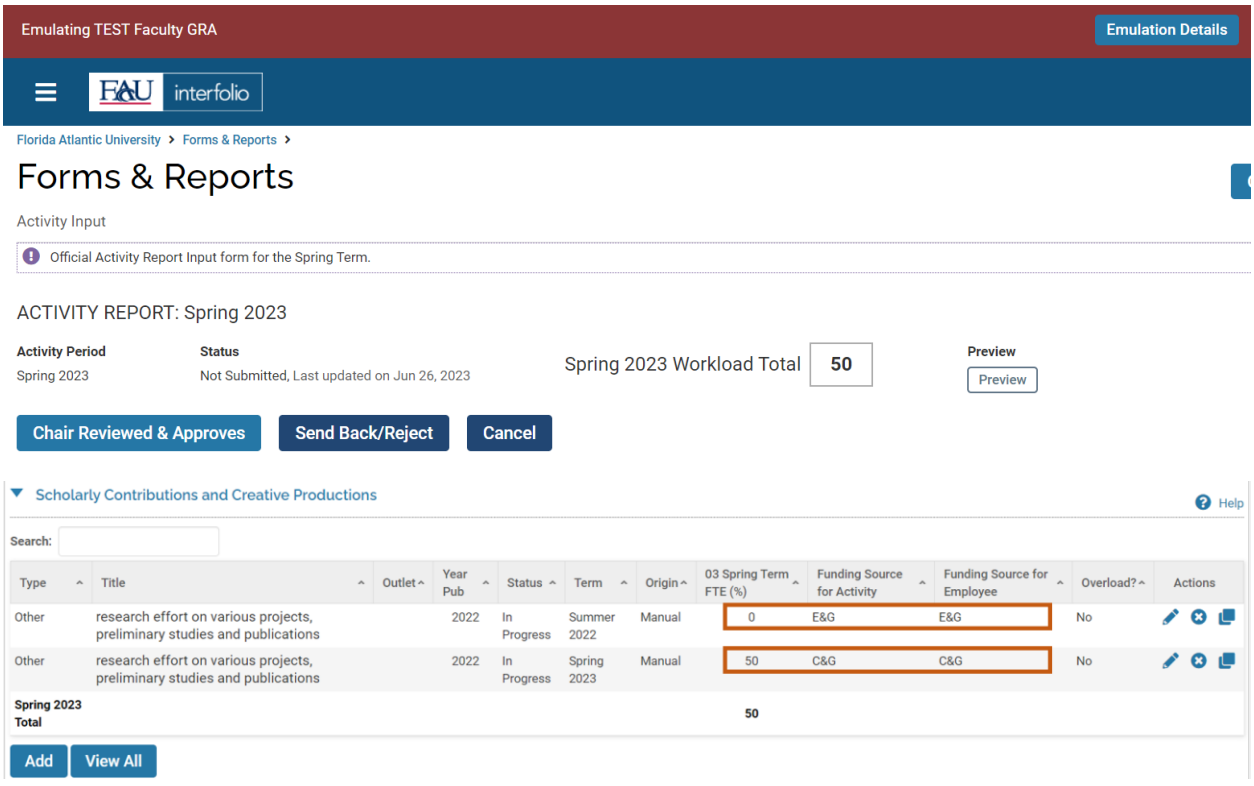
B Activity Classifications

| | |
|---|---|
| 01 Summer Term FTE (%)* | 0 |
| 02 Fall Term FTE (%)* | 0 |
| 03 Spring Term FTE (%)* | 50 |
| Overload? | No |
| Funding Source for Activity* | C&G |
| Funding Source for Employee* | C&G |
| Research Funding Type* | Sponsored |
| Intellectual Contributions: Review Type* | Not Reviewed |
| Does this include an undergraduate student as author/co-author?* | No |
| If yes, please enter student name | |
| Community Engaged Research * | No |

**Case 3 Summary page for Fall 2022** - total 50% FTE. Looks same for summer 2022 & fall 2022




**Case 3 Summary page for Spring 2023** - total 50% FTE. Duplicates of same activity, change of funding source. FTE for one of the duplicates should be zero.

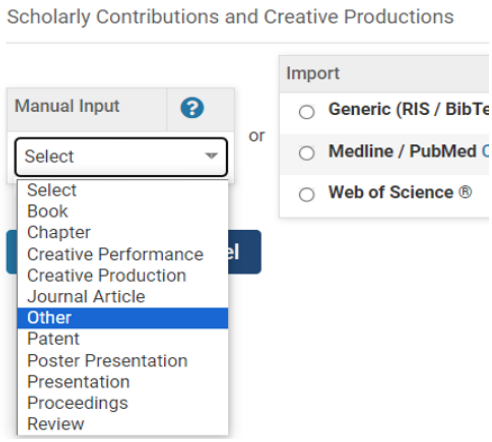


## Case 4 – A GRA, total 50% FTE, two activities

- 25% FTE research effort on various projects, preliminary studies and publications which started in summer 2022 and were supported by E&G funds (Act#1).
- 25% FTE research effort on a sponsored research project which started in summer 2022 and was supported by C&G funds (Act#2).

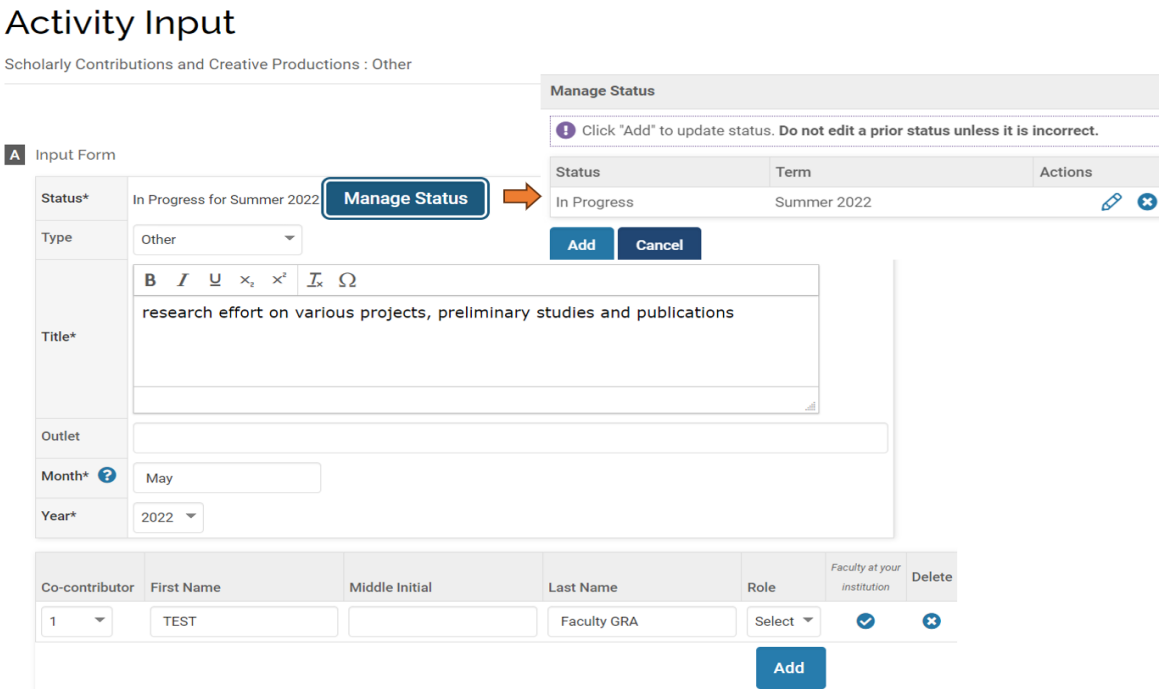
**Activity #1 - Scholarly Contribution**

**Step 1 – Act#1**. Add a Scholarly Contribution activity and select "Other"

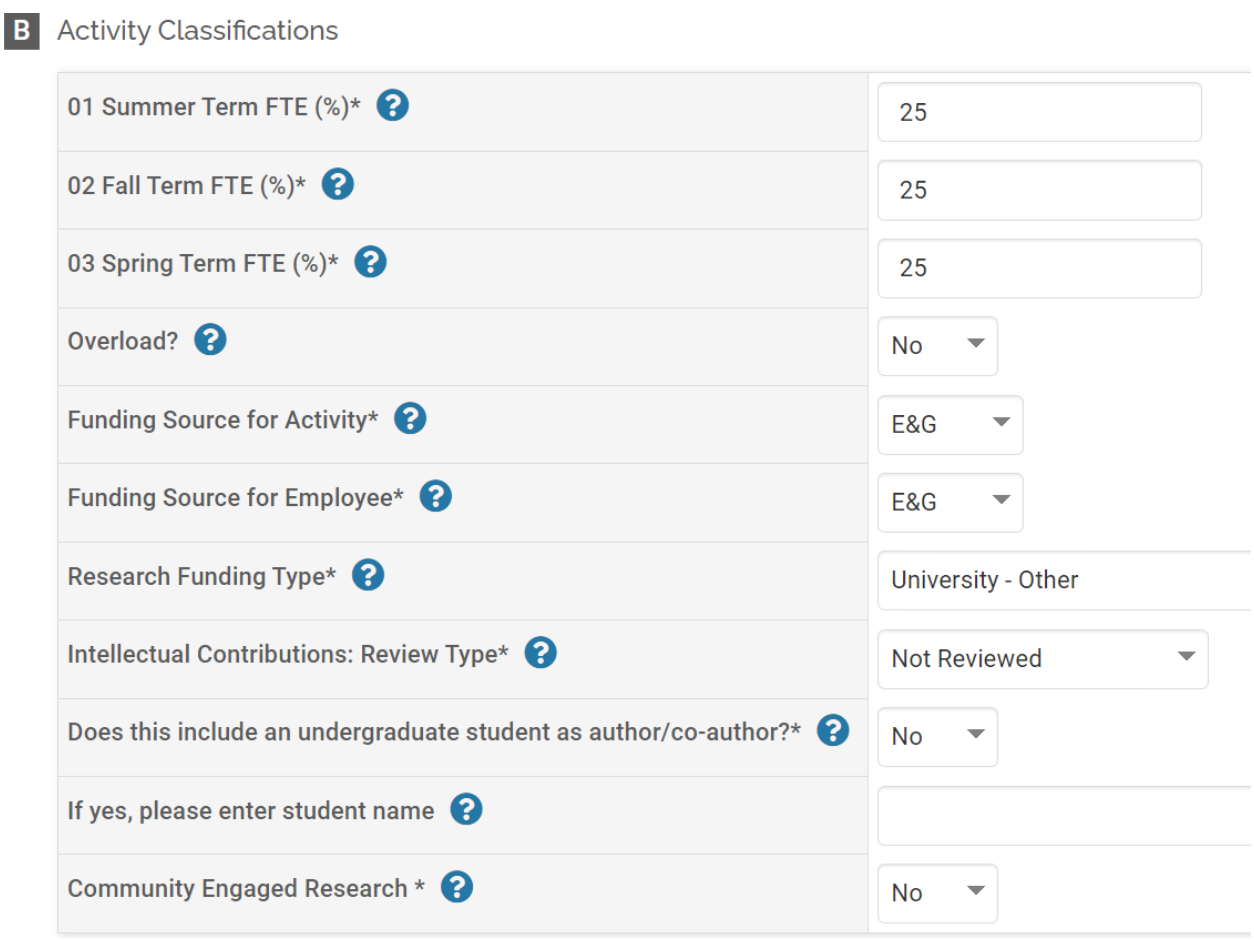



**Step 2-A– Act#1. Input Form** - screenshot shows the minimum required information (Status, Term/Year, Title and Month/Year).

Note on Status – started in summer 2022 and continued to future terms



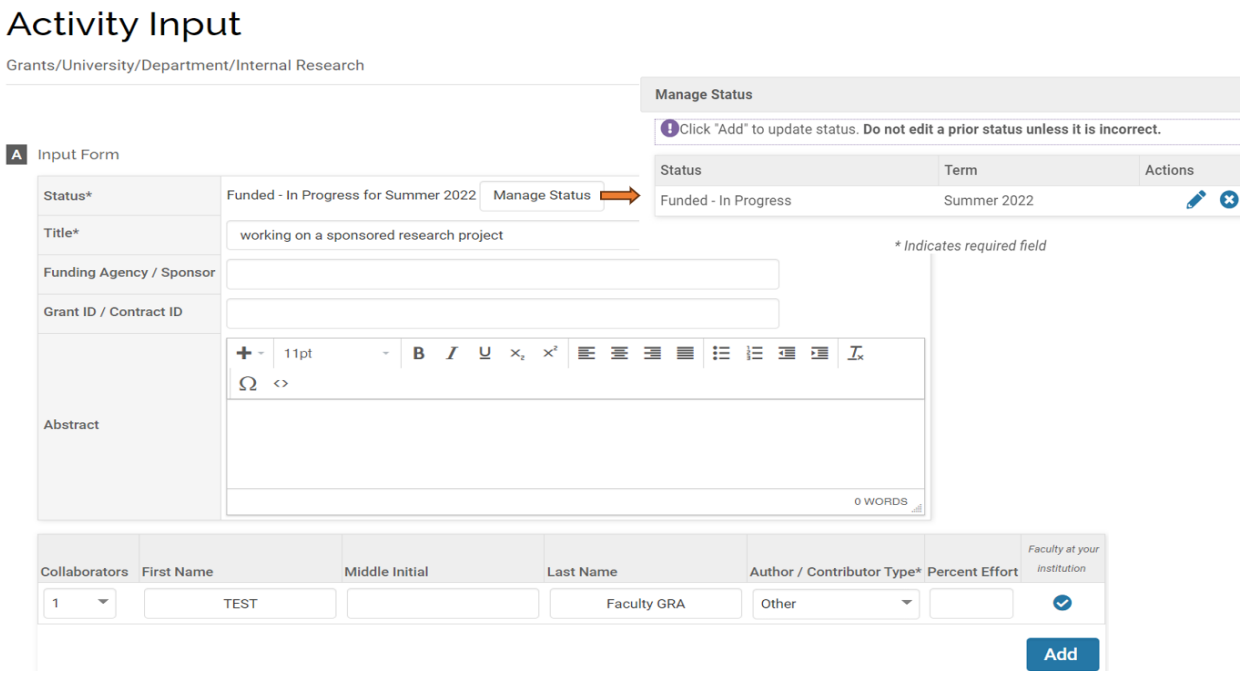
**Step 2-B – Act#1. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: E&G for both; Research Funding Type: University - Other; Review Type: Not Reviewed; Undergraduate student: No; Community Engaged: No



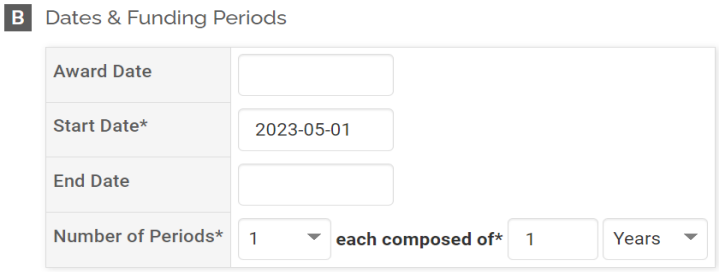
**Activity #2 - Grants**

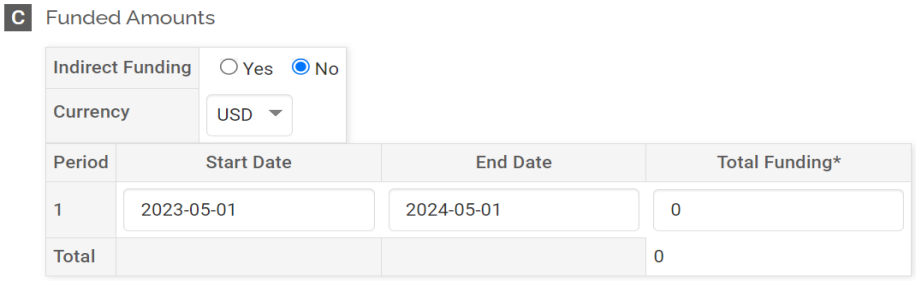
**Step 1 – Act#2**. Add a Grants activity

**Step 2-A – Act#2. Input Form** - screenshot shows the minimum required information (Status, Term/Year and Author). More details can be entered.

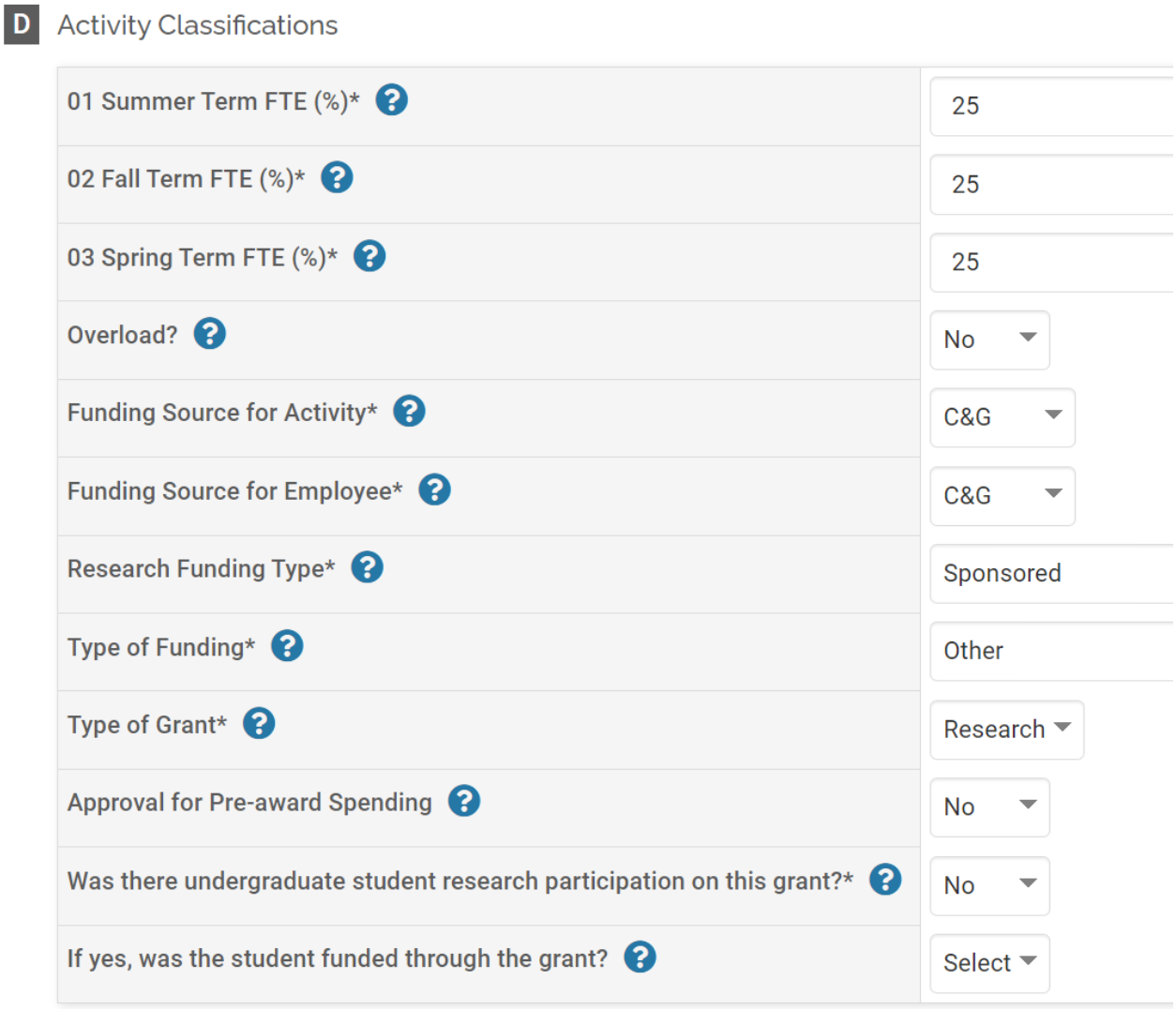



**Step 2-B&C – Act#2. Dates & Funding Periods and Funded Amounts** – Enter Start Date and Number of Periods

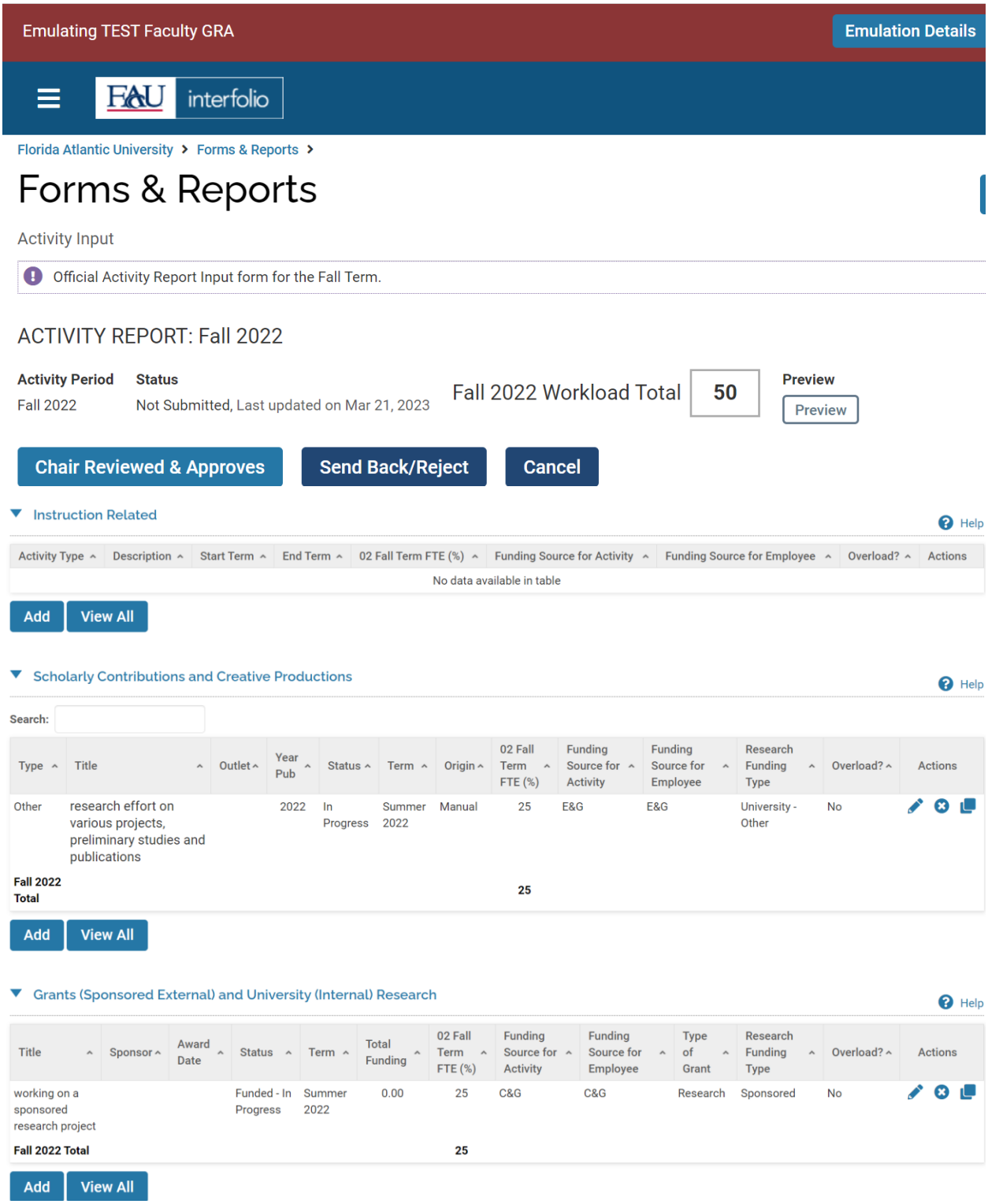


**Step 2-D – Act#2. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: C&G for both; Research Funding Type: Sponsored; Type of Funding: select appropriate answer or "Other" if not sure or more than one project were involved



**Case 4 Summary page** - total 50% FTE. Looks the same for summer 2022, fall 2022 & spring 2023

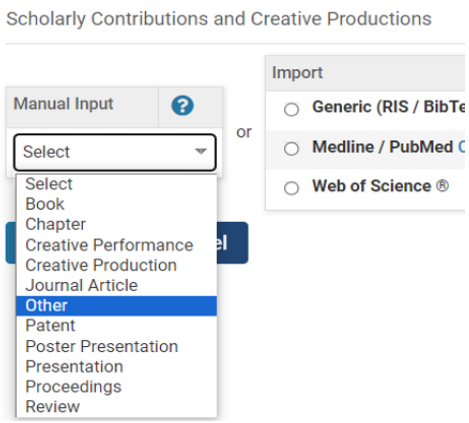


Case 5 – A graduate assistance with two positions, GRA & GTA, total 50% FTE

- 25% FTE GRA research effort on various projects, preliminary studies and publications which were supported by E&G funds (Act#1)
- 25% FTE GTA effort on instructional related, but not direct "Teaching" activities and paid partially by E&G funds (10%, Act#2) and partially by Auxiliary funds (15% by eLearning, Act#3)

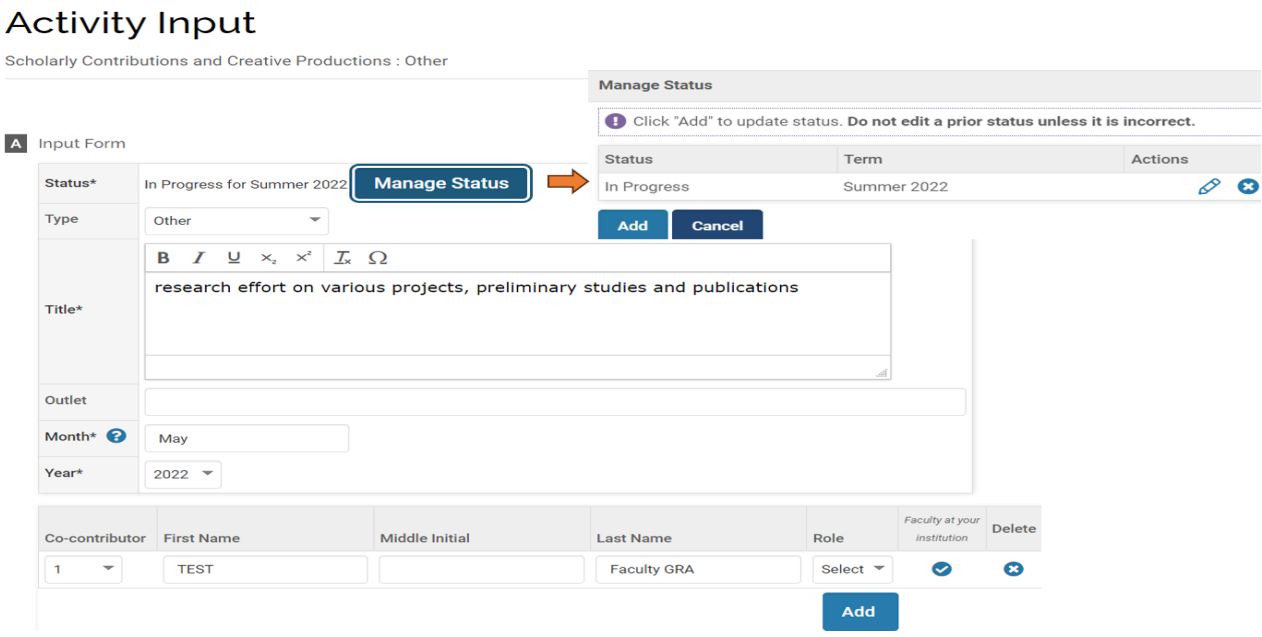
**Activity #1 - Scholarly Contribution**

**Step 1 – Act#1**. Add a Scholarly Contribution activity and select "Other"




**Step 2-A– Act#1. Input Form** - screenshot shows the minimum required information (Status, Term/Year, Title and Month/Year).

Note on Status – started in summer 2022 and continued to future terms



**Step 2-B – Act#1. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: E&G for both; Research Funding Type: University - Other; Review Type: Not Reviewed; Undergraduate student: No; Community Engaged: No

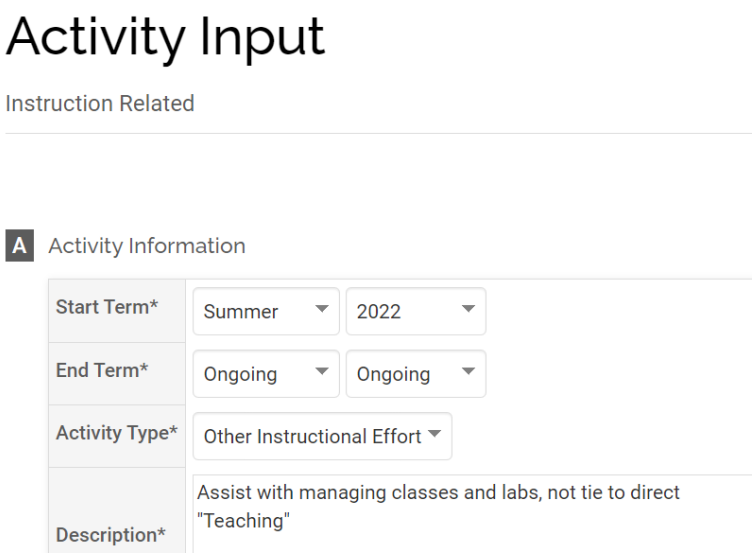
B Activity Classifications

| | |
|---|---|
| 01 Summer Term FTE (%)* | 25 |
| 02 Fall Term FTE (%)* | 25 |
| 03 Spring Term FTE (%)* | 25 |
| Overload? | No |
| Funding Source for Activity* | E&G |
| Funding Source for Employee* | E&G |
| Research Funding Type* | University - Other |
| Intellectual Contributions: Review Type* | Not Reviewed |
| Does this include an undergraduate student as author/co-author?* | No |
| If yes, please enter student name | |
| Community Engaged Research * | No |

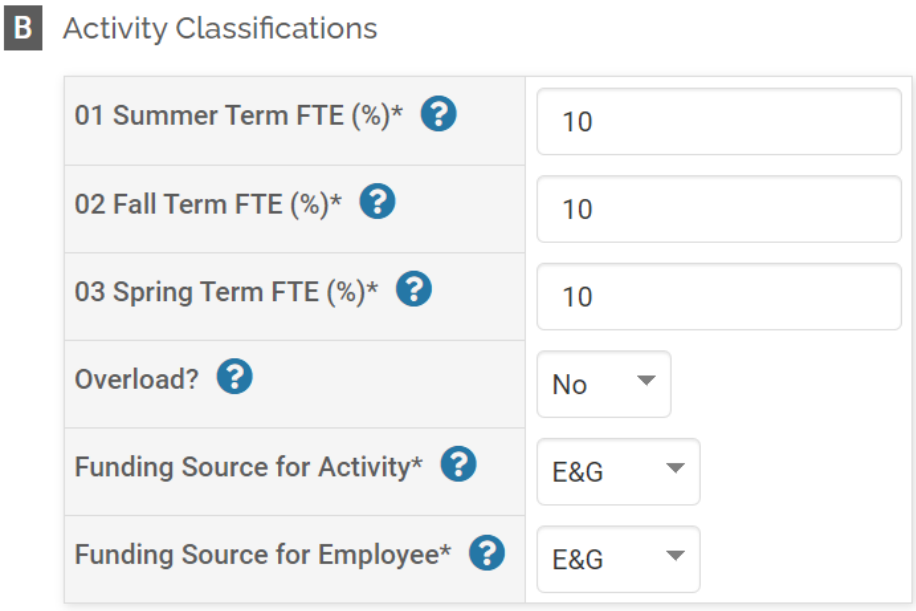
**Activity #2 – Instruction Related**

**Step 1 – Act#2**. Add an Instruction Related activity

**Step 2-A – Act#2. Input Form** - Start Term/Year and Ongoing to future terms; Activity Type: Other Instructional Effort; Description



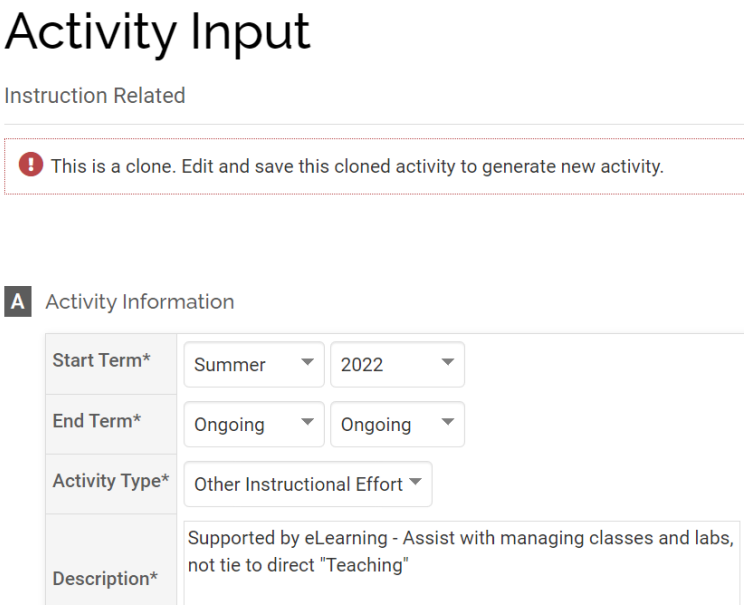

**Step 2-B – Act#2. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Sources: E&G for both



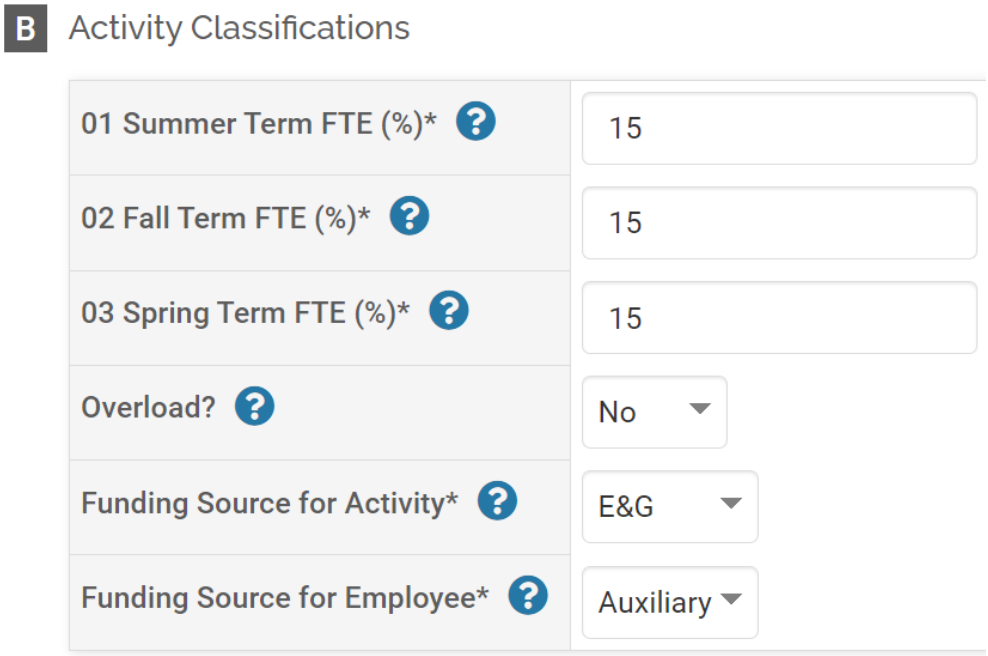
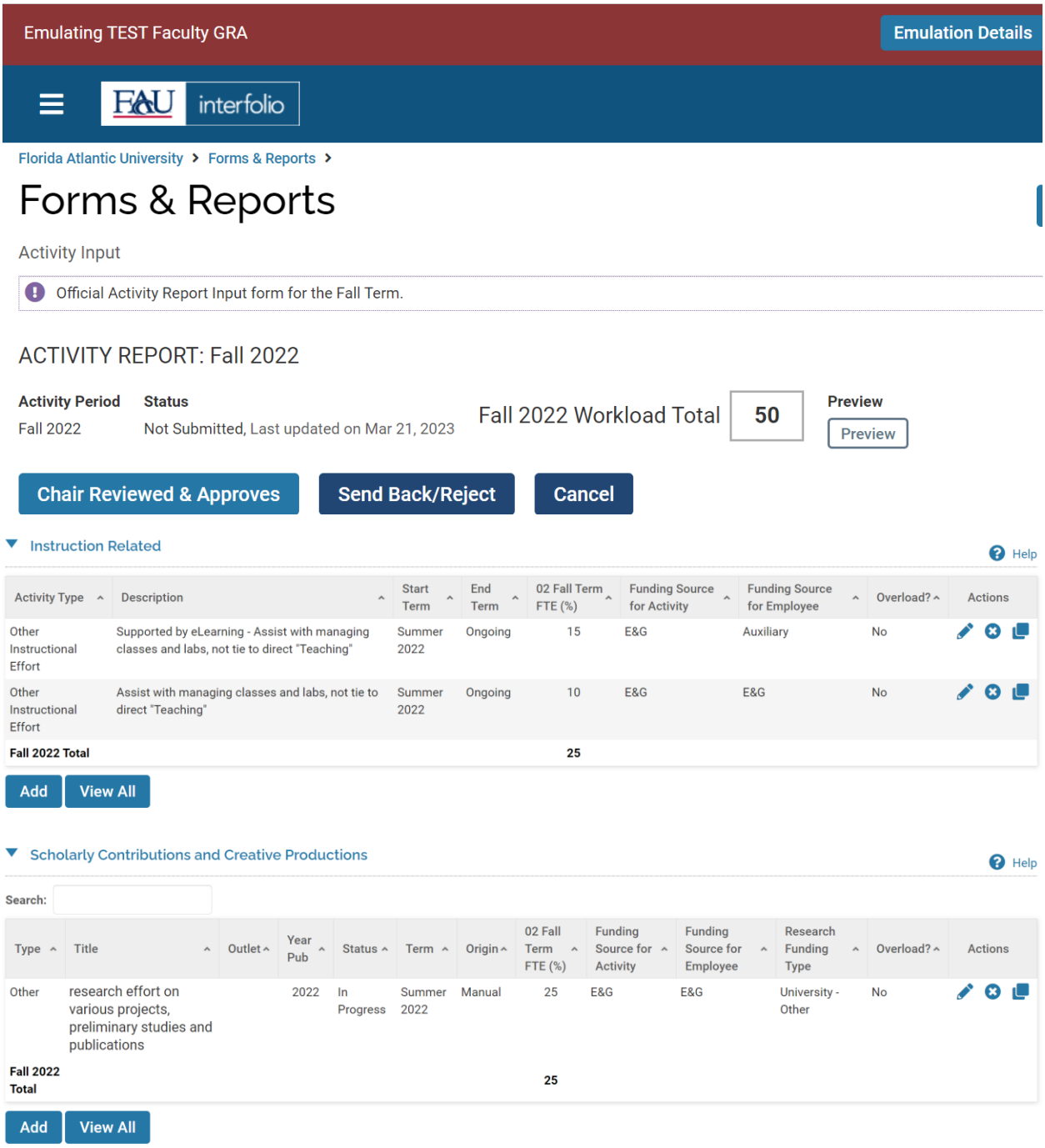
**Activity #3 – Instruction Related (can be cloned from Act #2 then update)**

**Step 1 – Act#3**. Add or clone an Instruction Related activity

**Step 2-A – Act#3. Input Form** - Start Term/Year and Ongoing to future terms; Activity Type: Other Instructional Effort; Description




**Step 2-B – Act#3. Activity Classifications** – FTEs: Same effort for all three terms; Overload: No (only flag overload for faculty); Funding Source for Activity: E&G (GTA paid by Auxiliary funds. Activity can be E&G); Funding Source for Employee: Auxiliary;



**Case 5 Summary page** - total 50% FTE. Looks same for summer 2022, fall 2022 & spring 2023