

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.

Activity Input

Grants/University/Department/Internal Research

A Input Form

Status*	Funded - In Progress for Summer 2022 Manage Status
Title*	working on a sponsored research project
Funding Agency / Sponsor	<input type="text"/>
Grant ID / Contract ID	<input type="text"/>
Abstract	<div style="border: 1px solid gray; padding: 5px;"> <div style="font-size: 0.8em; margin-bottom: 5px;"> + 11pt - B <i>I</i> <u>U</u> \times_2 \times^2 </div> <div style="border-bottom: 1px solid gray; height: 40px; margin-bottom: 5px;"> Ω <> </div> <div style="text-align: right; font-size: 0.7em;">0 WORDS</div> </div>

Manage Status

! Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Term	Actions
Funded - In Progress	Summer 2022	✎ ✕

* Indicates required field

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	TEST		Faculty GRA	Other		<input checked="" type="checkbox"/>

Add

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

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2023-05-01
End Date	<input type="text"/>
Number of Periods*	1 each composed of* 1 Years

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> 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 an appropriate answer or “Other” if you are not sure or more than one types are involved.


D Activity Classifications

01 Summer Term FTE (%)* ?	<input type="text" value="50"/>
02 Fall Term FTE (%)* ?	<input type="text" value="50"/>
03 Spring Term FTE (%)* ?	<input type="text" value="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 1 Summary page – Fall 2022, total 50% FTE. Looks the same for all three terms, summer 2022, fall 2022 and spring 2023

Forms & Reports

Activity Input




 Official Activity Report Input form for the Fall Term.

ACTIVITY REPORT: Fall 2022

Activity Period: Fall 2022 Status: Not Submitted, Last updated on Mar 21, 2023 Fall 2022 Workload Total: **50** [Preview](#)

[Chair Reviewed & Approves](#) [Send Back/Reject](#) [Cancel](#)

Grants (Sponsored External) and University (Internal) Research ? Help

Title ^	Sponsor ^	Award Date ^	Status ^	Term ^	Total Funding ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Type of Grant ^	Research Funding Type ^	Overload? ^	Actions
working on a sponsored research project			Funded - In Progress	Summer 2022	0.00	50	C&G	C&G	Research	Sponsored	No	  
Fall 2022 Total						50						

[Add](#) [View All](#)

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)**

Activity Input

Grants/University/Department/Internal Research

A Input Form

Manage Status ✕

Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Term	Actions
Completed	Spring 2023	✎ ✕
Funded - In Progress	Summer 2022	✎ ✕

* Indicates required field

Add
Cancel

Status*	Completed for Spring 2023	Manage Status ➔	
Title*	working on a sponsored research project		
Funding Agency / Sponsor	<input type="text"/>		
Grant ID / Contract ID	<input type="text"/>		
Abstract	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="font-size: small; margin-bottom: 5px;"> + 11pt - B <i>I</i> <u>U</u> \times_2 \times^2 </div> <div style="border-bottom: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <div style="text-align: right; font-size: x-small;">0 WORDS</div> </div>		

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	TEST		Faculty GRA	Other		✔

Add

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

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2023-05-01
End Date	<input type="text"/>
Number of Periods*	1 <input type="text"/> each composed of* 1 <input type="text"/> Years <input type="text"/>

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Currency	USD <input type="text"/>		
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 (%)*	<input type="text" value="50"/>
02 Fall Term FTE (%)*	<input type="text" value="50"/>
03 Spring Term FTE (%)*	<input type="text" value="50"/>
Overload?	No <input type="text"/>
Funding Source for Activity*	C&G <input type="text"/>
Funding Source for Employee*	C&G <input type="text"/>
Research Funding Type*	Sponsored <input type="text"/>
Type of Funding*	Other <input type="text"/>
Type of Grant*	Research <input type="text"/>
Approval for Pre-award Spending	No <input type="text"/>
Was there undergraduate student research participation on this grant?*	No <input type="text"/>
If yes, was the student funded through the grant?	Select <input type="text"/>

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

Emulating TEST Faculty GRA Emulation Details

Forms & Reports

Activity Input

Official Activity Report Input form for the Fall Term.

ACTIVITY REPORT: Fall 2022

Activity Period: Fall 2022 Status: Not Submitted, Last updated on Mar 21, 2023 Fall 2022 Workload Total: **50** Preview

Chair Reviewed & Approves Send Back/Reject Cancel

Grants (Sponsored External) and University (Internal) Research ? Help

Title	Sponsor	Award Date	Status	Term	Total Funding	02 Fall Term FTE (%)	Funding Source for Activity	Funding Source for Employee	Type of Grant	Research Funding Type	Overload?	Actions
working on a sponsored research project			Funded - In Progress	Summer 2022	0.00	50	C&G	C&G	Research	Sponsored	No	
Fall 2022 Total						50						

Add View All

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

Emulating TEST Faculty GRA Emulation Details

Florida Atlantic University > Forms & Reports >

Forms & Reports

Activity Input

Official Activity Report Input form for the Spring Term.

ACTIVITY REPORT: Spring 2023

Activity Period: Spring 2023 Status: Not Submitted, Last updated on Jun 26, 2023 Spring 2023 Workload Total: **50** Preview

Chair Reviewed & Approves Send Back/Reject Cancel

Grants (Sponsored External) and University (Internal) Research ? Help

Title	Sponsor	Award Date	Status	Term	Total Funding	03 Spring Term FTE (%)	Funding Source for Activity	Funding Source for Employee	Type of Grant	Overload?	Actions
working on a sponsored research project			Completed	Spring 2023	0.00	50	C&G	C&G	Research	No	
Spring 2023 Total						50					

Add View All

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”

Scholarly Contributions and Creative Productions

Manual Input ?

Select

- Select
- Book
- Chapter
- Creative Performance
- Creative Production
- Journal Article
- Other**
- Patent
- Poster Presentation
- Presentation
- Proceedings
- Review

Import

- Generic (RIS / BibTeX)
- Medline / PubMed
- Web of Science®

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

Activity Input

Scholarly Contributions and Creative Productions : Other

A Input Form

Status* In Progress for Summer 2022 **Manage Status**

Type Other

Title* **B I U x₂ x² I Ω**
research effort on various projects, preliminary studies and publications

Outlet

Month* ? May

Year* 2022

Status	Term	Actions
In Progress	Summer 2022	

Add **Cancel**

Co-contributor	First Name	Middle Initial	Last Name	Role	Faculty at your Institution	Delete
1	TEST		Faculty GRA	Select	<input checked="" type="checkbox"/>	

Add

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 (%)* ?	<input type="text" value="50"/>
02 Fall Term FTE (%)* ?	<input type="text" value="50"/>
03 Spring Term FTE (%)* ?	<input type="text" value="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 ?	<input type="text"/>
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

▼ Scholarly Contributions and Creative Productions ? Help

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Research Funding Type ^	Overload? ^	Actions
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Summer 2022	Manual	50	E&G	E&G	University - Other	No	
Fall 2022 Total							50	Clone research effort on various projects, preliminary studies and publications				

Add **View All**

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

Activity Input

Scholarly Contributions and Creative Productions : Other

This is a clone. Edit and save this cloned activity to generate new activity.

* Indicates required field

A Input Form

Status*	In Progress	for Term	Spring	2023
Type	Other			
Title*	<div style="border: 1px solid #ccc; padding: 5px;"> <p>B <i>I</i> <u>U</u> \times_2 \times^2 <u>I</u> Ω</p> <p>research effort on various projects, preliminary studies and publications</p> </div>			
Outlet	<input type="text"/>			
Month*	<input type="text" value="May"/>			
Year*	2022			

Co-contributor	First Name	Middle Initial	Last Name	Role	Faculty at your institution	Delete
1	TEST		Faculty GRA	Select		

Add

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

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

Emulating TEST Faculty GRA Emulation Details

Florida Atlantic University > Forms & Reports >

Forms & Reports

Activity Input

Official Activity Report Input form for the Fall Term.

ACTIVITY REPORT: Fall 2022

Activity Period: Fall 2022 Status: Not Submitted, Last updated on Mar 21, 2023 Fall 2022 Workload Total: **50** [Preview](#)

[Chair Reviewed & Approves](#) [Send Back/Reject](#) [Cancel](#)

▼ Scholarly Contributions and Creative Productions ? Help

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Research Funding Type ^	Overload? ^	Actions
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Summer 2022	Manual	50	E&G	E&G	University - Other	No	edit delete print
Fall 2022 Total							50					

[Add](#) [View All](#)

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.

Emulating TEST Faculty GRA Emulation Details

Florida Atlantic University > Forms & Reports >

Forms & Reports

Activity Input

Official Activity Report Input form for the Spring Term.

ACTIVITY REPORT: Spring 2023

Activity Period: Spring 2023 Status: Not Submitted, Last updated on Jun 26, 2023 Spring 2023 Workload Total: **50** [Preview](#)

[Chair Reviewed & Approves](#) [Send Back/Reject](#) [Cancel](#)

▼ Scholarly Contributions and Creative Productions ? Help

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	03 Spring Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Overload? ^	Actions	
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Summer 2022	Manual	0	E&G	E&G	No	edit delete print	
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Spring 2023	Manual	50	C&G	C&G	No	edit delete print	
Spring 2023 Total							50					

[Add](#) [View All](#)

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”

Scholarly Contributions and Creative Productions

The screenshot shows the 'Manual Input' section of the system. A dropdown menu is open, displaying various activity types. The 'Other' option is highlighted in blue. To the right, the 'Import' section is visible, with radio buttons for 'Generic (RIS / BibTe)', 'Medline / PubMed C', and 'Web of Science ®'.

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

Activity Input

Scholarly Contributions and Creative Productions : Other

The screenshot displays the 'Input Form' for adding a scholarly contribution. The form includes the following fields and components:

- Status***: In Progress for Summer 2022. A 'Manage Status' button is highlighted with an orange arrow pointing to a 'Manage Status' dialog box.
- Type**: Other (selected in a dropdown menu).
- Title***: A rich text editor containing the text: "research effort on various projects, preliminary studies and publications".
- Outlet**: An empty text input field.
- Month***: May (selected in a dropdown menu).
- Year***: 2022 (selected in a dropdown menu).
- Manage Status Dialog**: A dialog box with a warning icon and the text: "Click 'Add' to update status. Do not edit a prior status unless it is incorrect." It contains a table with columns for Status, Term, and Actions. The current status is 'In Progress' and the term is 'Summer 2022'. There are 'Add' and 'Cancel' buttons below the table.
- Co-contributor Table**: A table with columns for Co-contributor, First Name, Middle Initial, Last Name, Role, Faculty at your institution, and Delete. The first row shows a co-contributor with ID '1', First Name 'TEST', Middle Initial, Last Name 'Faculty GRA', Role 'Select', and a checked 'Faculty at your institution' box. There is an 'Add' button below the table.

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 (%)* ?	<input type="text" value="25"/>
02 Fall Term FTE (%)* ?	<input type="text" value="25"/>
03 Spring Term FTE (%)* ?	<input type="text" value="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 ?	<input type="text"/>
Community Engaged Research * ?	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.

Activity Input

Grants/University/Department/Internal Research

A Input Form

Status*	Funded - In Progress for Summer 2022	Manage Status
Title*	working on a sponsored research project	
Funding Agency / Sponsor	<input type="text"/>	
Grant ID / Contract ID	<input type="text"/>	
Abstract	<div style="border: 1px solid #ccc; padding: 5px;"> <p>+ 11pt B <i>I</i> <u>U</u> \times_2 \times^2 </p> <p>Ω $\langle \rangle$</p> <p style="text-align: right;">0 WORDS</p> </div>	

Manage Status

Click "Add" to update status. Do not edit a prior status unless it is incorrect.

Status	Term	Actions
Funded - In Progress	Summer 2022	

* Indicates required field

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	TEST		Faculty GRA	Other		<input checked="" type="checkbox"/>

Add

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

B Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2023-05-01
End Date	<input type="text"/>
Number of Periods*	1 each composed of* 1 Years

C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Currency	USD		
Period	Start Date	End Date	Total Funding*
1	2023-05-01	2024-05-01	0
Total			0

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

D Activity Classifications

01 Summer Term FTE (%)* ?	25
02 Fall Term FTE (%)* ?	25
03 Spring Term FTE (%)* ?	25
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 4 Summary page - total 50% FTE. Looks the same for summer 2022, fall 2022 & spring 2023

Emulating TEST Faculty GRA
Emulation Details

☰

Florida Atlantic University > Forms & Reports >

Forms & Reports

Activity Input

! Official Activity Report Input form for the Fall Term.

ACTIVITY REPORT: Fall 2022

Activity Period **Status**

Fall 2022 Not Submitted, Last updated on Mar 21, 2023

Fall 2022 Workload Total

50

Preview

Preview

Chair Reviewed & Approves

Send Back/Reject

Cancel

▼ Instruction Related ? Help

Activity Type ^	Description ^	Start Term ^	End Term ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Overload? ^	Actions
No data available in table								

Add

View All

▼ Scholarly Contributions and Creative Productions ? Help

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Research Funding Type ^	Overload? ^	Actions
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Summer 2022	Manual	25	E&G	E&G	University - Other	No	✎ ✖ 📄
Fall 2022 Total							25					

Add

View All

▼ Grants (Sponsored External) and University (Internal) Research ? Help

Title ^	Sponsor ^	Award Date ^	Status ^	Term ^	Total Funding ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Type of Grant ^	Research Funding Type ^	Overload? ^	Actions
working on a sponsored research project			Funded - In Progress	Summer 2022	0.00	25	C&G	C&G	Research	Sponsored	No	✎ ✖ 📄
Fall 2022 Total						25						

Add

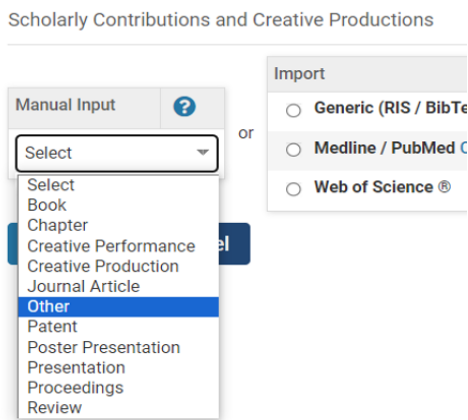
View All

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

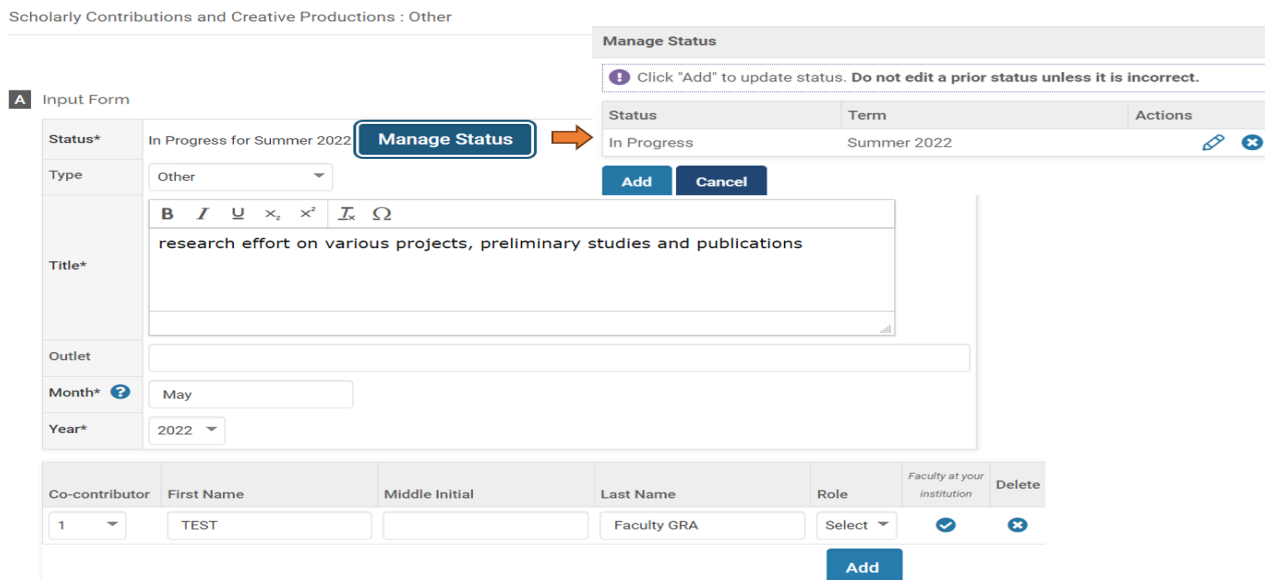
Step 1 – Act#1. Add a Scholarly Contribution activity and select “Other”



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

Activity Input



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 (%)* ?	<input type="text" value="25"/>
02 Fall Term FTE (%)* ?	<input type="text" value="25"/>
03 Spring Term FTE (%)* ?	<input type="text" value="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 ?	<input type="text"/>
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

Activity Input

Instruction Related

A Activity Information

Start Term*	Summer ▾	2022 ▾
End Term*	Ongoing ▾	Ongoing ▾
Activity Type*	Other Instructional Effort ▾	
Description*	Assist with managing classes and labs, not tie to direct "Teaching"	

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

B Activity Classifications

01 Summer Term FTE (%)* ?	10
02 Fall Term FTE (%)* ?	10
03 Spring Term FTE (%)* ?	10
Overload? ?	No ▾
Funding Source for Activity* ?	E&G ▾
Funding Source for Employee* ?	E&G ▾


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

Activity Input

Instruction Related







 This is a clone. Edit and save this cloned activity to generate new activity.

A Activity Information

Start Term*	Summer	2022
End Term*	Ongoing	Ongoing
Activity Type*	Other Instructional Effort	
Description*	Supported by eLearning - Assist with managing classes and labs, not tie to direct "Teaching"	

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;

B Activity Classifications

01 Summer Term FTE (%)* 	15
02 Fall Term FTE (%)* 	15
03 Spring Term FTE (%)* 	15
Overload? 	No
Funding Source for Activity* 	E&G
Funding Source for Employee* 	Auxiliary

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



Florida Atlantic University > Forms & Reports >

Forms & Reports

Activity Input

i Official Activity Report Input form for the Fall Term.

ACTIVITY REPORT: Fall 2022

Activity Period **Status**

Fall 2022 Not Submitted, Last updated on Mar 21, 2023

Fall 2022 Workload Total

50

Preview

Preview

Chair Reviewed & Approves **Send Back/Reject** **Cancel**

▼ **Instruction Related**

? Help

Activity Type ^	Description ^	Start Term ^	End Term ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Overload? ^	Actions
Other Instructional Effort	Supported by eLearning - Assist with managing classes and labs, not tie to direct "Teaching"	Summer 2022	Ongoing	15	E&G	Auxiliary	No	
Other Instructional Effort	Assist with managing classes and labs, not tie to direct "Teaching"	Summer 2022	Ongoing	10	E&G	E&G	No	
Fall 2022 Total				25				

Add **View All**

▼ **Scholarly Contributions and Creative Productions**

? Help

Search:

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	02 Fall Term FTE (%) ^	Funding Source for Activity ^	Funding Source for Employee ^	Research Funding Type ^	Overload? ^	Actions
Other	research effort on various projects, preliminary studies and publications		2022	In Progress	Summer 2022	Manual	25	E&G	E&G	University - Other	No	
Fall 2022 Total							25					

Add **View All**