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