## 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**

<b>Case 1</b> – 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)
<b>Case 2</b> – 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)
<b>Case 3</b> – 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)
Case 4 – A GRA, total 50% FTE, two activities13
• 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)
Case 5 – A graduate assistance with two positions, GRA & GTA, total 50% FTE18
<ul> <li>Case 5 – A graduate assistance with two positions, GRA &amp; GTA, total 50% FTE</li></ul>

**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)

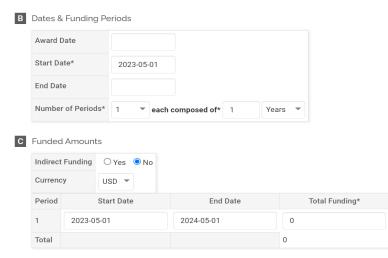
#### Step 1. Add a Grants activity

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

# Activity Input

		Manag	e Status		
			k "Add" to update status. <b>Do n</b>	ot edit a prior status unless it	is incorrect.
nput Form		Status		Term	Actions
Status*	Funded - In Progress for Summer 2022	Manage Status 🗪 Funde	d - In Progress	Summer 2022	1
Title*	working on a sponsored research proje	ect		* Indicates required field	
Funding Agency / Sponsor					
Grant ID / Contract ID					
	+ 11pt · B I L				
	$\Omega$ $\diamond$				
Abstract					
			0 WOR	DS	
Collaborators First Name	Middle Initial	Last Name	Author / Contributor T	ype* Percent Effort institution	
	TEST	Faculty GRA	Other	-	

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



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

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 💌
If yes, was the student funded through the grant? 😯	Select 💌

3

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

Emulating	TEST Facu	lty GRA										Emula	tion Details
≡	Fau	interfo	olio										
Form	าร &	Rep	orts										
Activity Inp	ut												
Official	Activity Rep	ort Input f	orm for the	Fall Term									
ACTIVITY	REPOR	T: Fall 2	2022										
Activity Perio Fall 2022			, Last upda	ted on Ma	r 21, 2023	Fall	2022 W	orl	kload Tota	50	Previo	ew view	
Chair Re	eviewed 8	Approv	es	Send B	ack/Reje	ct	Cancel						
Grants (S	sponsored	External)	and Unive	ersity (Inte	ernal) Rese	arch							Help
Title ^	Sponsor ^	Award Date	Status 🔺	Term 🔨	Total Funding <sup>^</sup>	02 Fall Term FTE (%)	Funding Source for Activity	^	Funding Source for A Employee	Type of ^ Grant	Research Funding A Type	Overload? ^	Actions
working on a sponsored research project			Funded - In Progress	Summer 2022	0.00	50	C&G		C&G	Research	Sponsored	No	1 3 🗐
Fall 2022 Total						50							
Add V	iew 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 (<u>Status</u>, <u>Term/Year</u> and <u>Author</u>). 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

			Manage Status		
			Click "Add" to upda	te status. Do not edit a prior status	unless it is incorrect.
nput Form			Status	Term	Actions
Status*	Completed for Spri	ng 2023 Manage St	tatus 📥 Completed	Spring 2023	1
Title*	working on a spo	nsored research proje	Funded - In Progress	Summer 202	22 💉 😢
Funding Agency / Spo				* Indicates required f	ĩeld
Grant ID / Contract ID					Add Ca
Abstract	+ - 11pt Ω ↔	- B I L			-
	ame M	Aiddle Initial	Last Name	Author / Contributor Type*	Percent Effort Institution
Collaborators First Na					

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

B Dates & Funding Periods Award Date Start Date\* 2023-05-01 End Date Number of Periods\* each composed of\* 1 1 Years -C Funded Amounts Indirect Funding O Yes O No Currency USD 💌 End Date Total Funding\* Period Start Date 2023-05-01 2024-05-01 0 1 0 Total

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

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 💌

D Activity Classifications

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

Emulating TEST Faculty GRA	A		Emulation Details
<b>∃ F&amp;U</b> inter	folio		
Forms & Re	oorts		
Activity Input			
Official Activity Report Input	t form for the Fall Term.		
ACTIVITY REPORT: Fall	2022		
Activity Period Status Fall 2022 Not Submitte Chair Reviewed & Appro	ed, Last updated on Mar 21, 2023	Fall 2022 Workload Total	50 Preview Preview
<ul> <li>Grants (Sponsored Externation)</li> </ul>	and University (Internal) Rese	earch	Help
Title A Sponsor Award Date	∧ Status ∧ Term ∧ Total ^ Funding ^	FTF for Source for of	ype Research f ^ Funding ^ Overload? ^ Actions irrant Type
working on a sponsored research project	Funded - In Progress 2022	50 C&G C&G Re	esearch Sponsored No 💉 😢 📕
Fall 2022 Total		50	

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

g ·	FEST Faculty 6	жа									Emulat	ion Details
=	FAU int	erfolio										
Florida Atlantic	University > Fo	orms & Repo	rts >									
Form	is & Re	epor	ts									
Activity Inpu	ıt	•										
Official A	Activity Report Ir	nput form fo	or the Spring	Term.								
ACTIVITY	REPORT: S	pring 20	)23									
Spring 2023			t updated or Send	n Jun 26, 20 I <b>Back/R</b>	023	oring 2023 Cancel	Workload	Tota	50	Preview Previev	v	
Spring 2023 Chair Rev	Not Sub	proves	Send	Back/R	eject	Cancel		Tota	50		V	<b>2</b> H
Spring 2023 Chair Rev Grants (Sp	Not Sub viewed & Ap	proves	Send Jniversity (	Back/R	eject	J	Funding	F	unding Source	Previev	v Overload? ^	Actions
	Not Sub viewed & Ap ponsored Exte	proves rnal) and U Award	Send Jniversity (	Back/R	eject Research Total	Cancel O3 Spring Term FTE	Funding Source for	F	unding Source	Type of	_	<ul><li>∂ H</li><li>Actions</li><li>✓ 3 L</li></ul>

**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"

	Import
Manual Input	⊖ Generic (RIS / BibTe
Select v	O Medline / PubMed
Select Book Chapter Creative Performance Creative Production	O Web of Science ®
Journal Article Other	
Patent Poster Presentation Presentation Proceedings Review	

Scholarly Contributions and Creative Productions

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

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

# Activity Input

			Manage Status			
			Click "Add" to upd	late status. <b>Do not</b>	edit a prior status	unless it is incorrect.
Input Form			Status	Term		Actions
Status*	In Progress for Summer 2022	Manage Status	In Progress	Summe	er 2022	0
Туре	Other -		Add Cancel			
	<b>B</b> $I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	Ω				
Title*	research effort on vari	ous projects, prelimi	inary studies and publicat			
Title* Outlet	research effort on vari	ous projects, prelimi	inary studies and publicat	ions 		
	research effort on vari	ous projects, prelimi	inary studies and publicat			
Outlet		ous projects, prelimi	inary studies and publicat			
Outlet Month* ?	May 2022 ▼	ous projects, prelimi Middle Initial	Inary studies and publicat		Faculty at your institution Delete	

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

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 🔻

**B** Activity Classifications

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

												😯 He
earch:												
Туре ^	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	i,	2022	In Progress	Summer 2022	Manual	50	E&G	E&G	University - Other	No	/ 0
all 2022 otal							50	Clone researc	h effort on various p	rojects, prelimina	ry studies and	publication:

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 It is a clone. Edit and save this cloned activity to generate new activity. \* Indicates required field A Input Form -2023 Status\* In Progress for Term Spring V Туре Other -research effort on various projects, preliminary studies and publications Title\* Outlet Month\* 😮 May Year\* 2022 💌 Faculty at your Delete Middle Initial Role institution Co-contributor First Name Last Name 1 v TEST Faculty GRA Select 💌 Ø 8 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 (%)\* 😮 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

11

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

Emulating	TEST Faculty GRA														Emulation Details
=	<u>FAU</u> interfolio														
	tic University > Forms & Rep														
Forn	Forms & Reports														
Activity Inp	Activity Input														
Officia	I Activity Report Input form	for the	Fall Term.												
ACTIVIT	Y REPORT: Fall 202	2													
Activity Per Fall 2022		<b>Status</b> Not Su	bmitted, Last (	updated on M	/lar 21, 2023		Fal	l 2022 Worl	kload Total	50		Preview			
	teviewed & Approves		Send Back		Cancel										Help
Search:															
Туре ^	Title	^	Outlet ^	Year Pub	Status ^	Term 个	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 publications	and		2022	In Progress	Summer 2022	Manual	50	E&G	E&G		University - Other		No	1 3 🖉
Fall 2022 Total								50							
Add	View All														

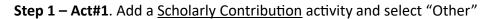
**Case 3 Summary page for Spring 2023** - total 50% FTE. Duplicates of same activity, change of funding source. FTE for one of the duplicates should be zero.

Emulati	ng TEST Faculty GRA									Lillula	tion Details
≡	FAU interfolio										
Florida Atl	antic University > Forms & Reports >										
For	ms & Reports										
Activity I	Input										
<ul> <li>Office</li> </ul>	cial Activity Report Input form for the Spring	Term.									
ACTIVI	TY REPORT: Spring 2023										
Activity P Spring 20	eriod Status 23 Not Submitted, Last up	dated on J Back/Re		Cancel	Spring 2	2023 W	orkload Total	50	Preview Preview		
Activity P Spring 20 Chair Schol	eriod Status 23 Not Submitted, Last up	Back/Re		Cancel	Spring 2	2023 W	orkload Total	50			<b>€</b> H
Activity P Spring 20 Chair Schol	Period Status 23 Not Submitted, Last up Reviewed & Approves Send	Back/Re		Cancel			03 Spring Term FTE (%)	50 Funding Source for Activity	Preview .	Overload? ^	Actions
Chair Chair Schol earch:	reriod Status 23 Not Submitted, Last up Reviewed & Approves Send arty Contributions and Creative Produc	Back/Re	eject	↑ Status ↑			03 Spring Term	Funding Source	Preview Funding Source for	Overload? ^ No	Actions
Activity P Spring 20 Chair Schol	Period Status 23 Not Submitted, Last up PReviewed & Approves Send Contributions and Creative Product Contributions and C	Back/Re	eject tlet ^ Year Pub	<ul> <li>Status</li> <li>In Progress</li> </ul>	Term ^ Summer	· Origin ^	03 Spring Term FTE (%)	Funding Source for Activity	Preview Funding Source for		

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



Scholarly Contributions and Creative Productions

Manual Input	Import
	○ Generic (RIS / BibTe
Select v	O Medline / PubMed C
Select Book Chapter	O Web of Science ®
Creative Performance Creative Production Journal Article	
Other	
Patent Poster Presentation Presentation Proceedings Review	

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

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

# Activity Input

			Manage Status						
			Click "Add" to upon Click "Add" to upon	date status. <b>Do not</b>	edit a prior s	status unle	ess it is incor	ect.	
nput Form			Status	Term			Acti	ons	
Status*	In Progress for Summer 20	22 Manage Status	In Progress	Summe	er 2022			6	•
Туре	Other 💌		Add Cancel						
				· · · · · · · · · · · · · · · · · · ·					
		$I_{\star} \Omega$	inary studies and publicat	tions					
Title* Outlet			inary studies and publicat	tions					
			inary studies and publicat						
Outlet	research effort on v		inary studies and publicat						
Outlet Month* ?	May 2022 V		Inary studies and publicat		Faculty at your institution	Delete			

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

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 💌

B Activity Classifications

#### Activity #2 - Grants

Step 1 – Act#2. Add a Grants activity

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

### Activity Input

				Manage Status				
				Click "Add"	to update status. <b>Do not ed</b>	it a prior status unless it i	is incorrect.	
Input Form				Status		Term	Actions	
Status*	Funded - In Progre	ss for Summer 2022	Manage Status 🗪	Funded - In Pro	ogress	Summer 2022	<b>"</b> ۲	¢
Title*	working on a spo	onsored research proj	ect		* Ind	icates required field		
Funding Agency / Sponsor								
Grant ID / Contract ID								
	+ - 11pt Ω ↔	- B I 4		∃ ■ := '	Ξ 🗉 🗵 <u>T</u> ×			
Abstract								
					0 WORDS <sub>all</sub>			
Collaborators First Name		Middle Initial	Last Name		Author / Contributor Type*	Percent Effort Faculty at you		
1 -	TEST		Eacul	ty GRA	Other 👻			

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

В	Dates &	Funding	g Periods					
	Award D	Date						
	Start Da	ite*	2023-05-07	1				
	End Dat	e						
	Number	of Perioc	ls* 1 ▼ e	ach	composed of* 1	Yea	rs 💌	
С	Funded	Amount	ts					
	Indirect	Funding	🔿 Yes 🛛 No					
	Currenc	у	USD -					
	Period		Start Date		End Date			Total Funding*
	1	2023-0	5-01		2024-05-01		0	
	Total						0	

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

# 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 -

#### Activity Classifications

D

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

Emulating <sup>-</sup>	EST Faculty	GRA									Emulat	ion Details
≡	Fau in	terfolic	>									
Florida Atlanti	University > F	orms & Re	ports >									
Form	s & R	epc	orts	5								
Activity Inpu	t											-
Official	Activity Report I	nput form	n for the	Fall Terr	n.							
ACTIVITY	REPORT: I	all 202	22									
Activity Perio Fall 2022 Chair Re	d Status Not Submi viewed & Ap				21, 2023 Back/R		2022 W Can	/orkload	Total 5	0 Previe	w /iew	
	Description • •	Start Term			? Fall Term F		Funding Sou	urce for Activity e	<ul> <li>Funding So</li> </ul>	urce for Employee	<ul> <li>Overload?</li> </ul>	
		u creativ	- Trouu	ctions								Help
Search: Type ^ Title	٨	Outlet ^	Year Pub	Status ^	Term ^	Origin ^	02 Fall Term ^ FTE (%)	Funding Source for A Activity	Funding Source for Employee	Research Funding ^ Type	Overload? ^	Actions
variou	ch effort on s projects, inary studies and ations		2022	In Progress	Summer 2022	Manual	25	E&G	E&G	University - Other	No	1 3
Fall 2022 Total							25					
Add View	v All											
▼ Grants (Spo	nsored Externa	al) and Un	iversity	(Internal	) Researc	h						Help
Title ^	Sponsor ^ Awar Date	d 🔨 Statu	is ^ T	erm A	Total Funding	02 Fall Term ^ FTE (%)	Funding Source for Activity	Funding Source for Employee		Research Funding ^ Type	Overload? ^	Actions
working on a sponsored		Funde Progre		ummer )22	0.00	25	C&G	C&G	Research	Sponsored	No	1 3
research project Fall 2022 Total						25						
Add View												

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



Scholarly Contributions and C	Creative Productions
	Import
Manual Input	⊖ Generic (RIS / BibTe
Select v	O Medline / PubMed C
Select Book Chapter	○ Web of Science ®
Chapter Creative Performance Creative Production Journal Article	
Other	
Patent	
Poster Presentation	
Presentation Proceedings	
Review	

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

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

## Activity Input

			Manage Status						
			Click "Add" to upo	date status. <b>Do not</b>	edit a prior	status unles	s it is incorrec		
nput Form			Status	Term			Actions		
Status*	In Progress for Summer 20	22 Manage Status	In Progress	Summe	er 2022			Ø	C
Туре	Other -		Add Cancel						
	<b>B</b> $I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	<i>Ι</i> <sub>×</sub> Ω		-					
and the second se	research effort on v	arious projects, prelimi	nary studies and publicat	tions					
Title*									
l itle*				đ					
Outlet				A					
Outlet	May			A					
	May 2022 ¥			k					
Outlet Month* 😮				4	Faculty at your				
Outlet Month* 😮	2022 -	Middle Initial	Last Name	Role	Faculty at your institution	Delete			
Outlet Month* 😧 Year*	2022 -	Middle Initial	Last Name Faculty GRA	Role Select T		Delete			

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

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 💌

B Activity Classifications

Activity #2 – Instruction Related

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

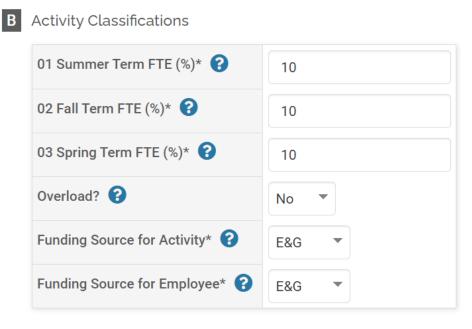
**Step 2-A – Act#2. Input Form** - Start <u>Term</u>/Year and Ongoing to future terms; <u>Activity Type</u>: Other Instructional Effort; <u>Description</u>

# Activity Input

Instruction Related

Α	Activity Inform	nation
	Start Term*	Summer
	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** – <u>FTEs</u>: Same effort for all three terms; <u>Overload</u>: No (only flag overload for faculty); <u>Funding Sources</u>: E&G for both

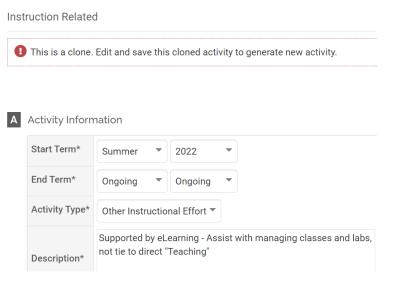


#### Activity #3 – Instruction Related (can be cloned from Act #2 then update)

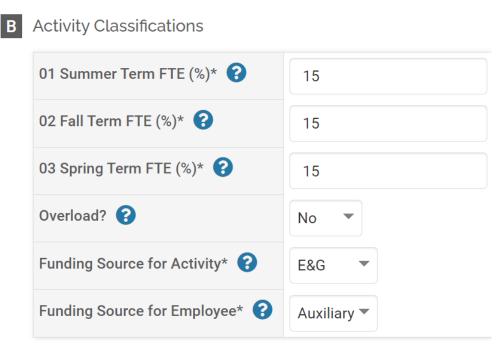
Step 1 – Act#3. Add or clone an Instruction Related activity

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

# Activity Input



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



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

Emula	ating TEST F	aculty G	RA										Emula	tion D	etails
≡	Fal	J inte	erfolio												
Florida	Atlantic Univers	ity 🕨 Foi	rms & Re	oorts ゝ											
Fo	rms 8	Re	no	rts											
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0	fficial Activity	Report In	put form	for the	Fall Terr	n.									
ACTI	VITY REPO	DRT: Fa	all 202	2											
<b>Activity</b> Fall 202	•	<b>tus</b> t Submitt	ed, Last	updated	d on Mar	21, 2023	Fall	2022 W	/orkload	Total	50		view review		
	air Reviewe	d & App	proves		Send I	Back/Re	eject	Can	cel						😮 Heli
Activity T	ype ^ Descript	ion			^	Start Term	End Term	02 Fall Te FTE (%)	Funding	J Source		ng Source Iployee	<ul> <li>Overload? </li> </ul>	Acti	
Other Instruction Effort		Supported by eLearning - Assist with managing classes and labs, not tie to direct "Teaching"					Ongoing	15	E&G		Auxilia	у	No	<b>"</b>	3 📕
Other Instruction		th managin aching"	g classes a	nd labs, r	not tie to	Summer 2022	Ongoing	10	E&G		E&G		No	<b>"</b>	3 📕
Effort															
	Total							25							
Effort Fall 2022 T Add	Total View All larly Contribut	ons and (	Creative	Produc	tions			25							Help
Effort Fall 2022 T Add	View All	ons and (	Creative	Produc	tions			25							🕄 Helį
Effort Fall 2022 T Add Schoo	View All		Creative Outlet ^	Produc Year Pub	tions Status ^	Term ^	Origin ^	25 02 Fall Term ^ FTE (%)	Funding Source for Activity	Funding Source fo Employee		Research Funding Type	<ul> <li>Overload? ^</li> </ul>	Acti	
Effort Fall 2022 T Add School Search:	View All	on s,		Year		Term ^ Summer 2022	Origin ^ Manual	02 Fall Term ^	Source for A	Source fo		Funding	<ul> <li>Overload? ^</li> <li>No</li> </ul>		

Add View All