

Pre-Award PRO TIPS



from the Office of Research and Sponsored Projects

January 10, 2017

Vol.1, No. 9

How Do I Convert Percent Effort into Person-Months?

What is the definition of person-months?

The term "person-months" refers to the effort (amount of time) that a PI, faculty, or other personnel will devote to a specific project. The effort is based on:

- UWG's academic year (for faculty members who have a 9-month appointment),
- Summer (9-month faculty members are able to earn up to 33.3% of their salary during the summer)
- The calendar year (for 12-month faculty members or staff only).

How do I calculate person-months per year committed to the project?

Multiply the percentage of your effort associated with the project times the number of months of your appointment (i.e. 10% of a 9-month AY appointment equals .9 person months; 10% of a 3-month summer term equals .30 person months; and 10% of a 12-month calendar appointment equals 1.2 months).

You can also use the [Effort/Person-Months Converter excel spreadsheet](#),

the “Effort Conversion” tab on the [Grant Budget Template](#) to calculate either your percent effort or person months.

These tools can also be found on the ORSP website under the Pre-Award tab; just look in the "Budget Basics" section (<https://www.westga.edu/academics/research/orsp/pre-award.php>).



Questions?

Contact **Ashley Miller**

Office of Research and Sponsored
Projects:

amiller@westga.edu

9-5354



Office of Research and Sponsored Projects
University of West Georgia
1601 Maple St.
Carrollton, GA 30118

