

Effort Reporting

Classification of Common Columbia Activities

Federal regulation and University policy require that salary charged to a sponsored project must be reasonable in relation to the effort expended on that project. "Effort" is the proportion of time spent on any activity, expressed as a percentage of an individual's Total University Effort.

Total University Effort (TUE) is the total professional activity for which an individual is employed by Columbia University and received Institutional Base Salary. TUE includes sponsored activities, teaching, University administrative duties, private practice, and other activities, regardless of *when* during the day (daytime, evening, weekends) or *where* (on campus, at home, while traveling, etc.) the activities take place.

Questions frequently arise as to whether particular activities should be considered part of an individual's Total University Effort and, if so, whether those activities are chargeable to a sponsored project. This table provides general guidance on how to treat some common University activities; however, there may be special circumstances that require a case-by-case analysis. If you have questions that are not answered here, please ask your effort coordinator or send a query to effort-reporting@columbia.edu.

Teaching

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Teaching a course or seminar at Columbia	Yes	No, unless it relates to a specific sponsored project
Working with students	Yes	Generally no, unless the work relates to a specific sponsored project
Office hours	Yes	Generally no, unless it relates to a specific sponsored project
Guest lecture at another institution	Generally yes, unless compensated by that institution	Generally no, unless it is about work on a specific sponsored project

Administration

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Serving on a University committee (e.g., tenure committees, Institutional Review Board, etc.)	Yes	No
Serving in school or department leadership (e.g., as department chair, division chief, dean, etc.)	Yes	No

Clinical Activity

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Treating patients in NYPH or another Columbia-affiliated hospital or clinic	Yes, if you are paid by CU for this work; No, if you are paid directly for this work by the other institution (e.g., NYPH)	No, unless the treatment is part of a sponsored project protocol
Treating patients in a facility that is not affiliated with Columbia, and for which no Columbia compensation is received.	No	No

Sponsored Project Activity

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Conducting research or providing service pursuant to a sponsored project award	Yes	<p>Yes, if the sponsor agreed to fund the effort</p> <p>No, if the sponsor requires the effort but has not agreed to fund it (mandatory cost sharing)</p> <p>No, if the researcher volunteers the effort but the sponsor has not agreed to fund the effort (voluntary cost sharing)</p> <p>*Note, however, that any cost sharing must be reported on the effort report as effort devoted to the project</p>
Writing competitive funding proposals	Yes	No
Writing continued funding applications and progress reports	Yes	Yes
Writing scholarly articles	Yes	No, unless it relates to a specific sponsored project

Outside Activity

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Outside consulting	No	No
Serving as a peer reviewer for a journal	No	No
Reviewing grants for a funding agency	No, unless Columbia reimburses associated travel and expenses	No
Participation in professional society activities	No, unless Columbia reimburses associated travel and expenses	No