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Academic Advising

Academic Advising is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to formal counseling with students on academic course or program selection, scheduling, and career counseling. Academic advising assignments shall include such indicators as number of students formally advised by the faculty member, hours specifically designated for advising purposes, and other appropriate indicators of advising activity.

Actual Effort

Amount of effort, out of a total 100% of a person's activities, that was spent in a specific activity category.

After-the-Fact Activity Report

Effort reports serve as the University's after-the-fact reporting system. As part of this process, the employees who are required to report distribute the percentage of total time (100%) to various activity categories. Charges may be made initially on the basis of estimates made before the services are performed, provided that such charges are promptly adjusted if significant differences are indicated by activity records.

Approval Path

There are two approval paths in the FACET application. STANDARD is the approval path that is used for effort reports that require effort be entered for an individual employee. ALTERNATE is the path used for effort reports that are pre-populated with effort in specific categories based on the person's job code. Departments must review these reports and if changes are necessary, the department must change the approval path to Standard, then make changes in the effort distribution.

Approval Sequence

Numerical indicator related to the level at which an effort report stands in the workflow path. The status determines what role is allowed to work with the particular report. This is the workflow path that the certified effort page must go through to ultimately be finalized. The FACET application includes the following sequence steps:

- 1 -ERP
- 2 -Report Initiator
- 3 -Department Representative - Reviewer
- 4 -Knowledgeable Person (employee)
- 5 -Department Representative – Approver
- 6 -Finalizer

Assignment of Responsibilities (AOR)

Annually negotiated list of a faculty member's scheduled and non-scheduled "duties and responsibilities in teaching, research and other creative activities, service, and any other specific duties and responsibilities." (FSU Faculty Handbook, p. 70). "The annual evaluations of faculty, as well as evaluations for promotion and tenure, are based on the assignment of responsibilities." (FSU Faculty Handbook, p. 71).

Certify

This is the process whereby the employee or a person with first-hand knowledge indicates that the effort report is "a reasonable estimate of all work performed by me (the person certifying the report) during the period covered by this report." Each effort report must be certified by either the employee, or a knowledgeable person who is in a position to confirm the reported effort.

Certify Required

This is a notation in the FACET application indicating that the employee is required to certify effort for the term indicated.

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Committed Effort

This is the amount or percentage of time a university employee has agreed to work on a specific sponsored project. It is not necessarily the actual effort expended each month, but a projected amount to be achieved over a period of time (for example, a semester or a year). This commitment is set at the time of the proposal or the award and can be revised during the award (i.e., through annual progress reports to NIH). Changes to commitments currently must be processed through Sponsored Research Services.

Contact Hours

A Contact Hour is defined by the Florida Board of Governors as a standard one-hour (at least 50 minutes) classroom period. Contact hours, will appear only in the Instruction for Credit activity category on effort reports. All other types of non-instructional activities are converted to something like contact hours for "Twelve-Hour Law" reporting purposes, and are called Contact-hour Equivalencies.

Cost Sharing

Also called matching, cost sharing is that portion of the project or program costs not borne by the sponsor.

Degree of Tolerance

Certified effort may include a *less-than-5%* degree of tolerance. For instance, if you are reasonably certain that your effort on a project varies +/- 4.99% from the percent of salary charged to the grant, you may certify the percent displayed (round up/down). If your reasonable estimate of actual effort is less than the percentage of salary charged, a payroll adjustment is required. If your reasonable estimate of actual effort is less than the percentage of your committed effort, then before you can certify your effort, an adjustment may need to be made to the commitment. Changes to commitments currently must be processed through Sponsored Research Services.

Department

Department is a general term used within the FACET system to represent an administrative unit of the university.

Departmental Research/Creative Activity

Departmental Research/Creative Activity is category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to research ordinarily managed within academic departments, with stated goals or purposes and projected outcomes, that may be created for specific periods as allocation of institutional or system resources. Effort related to the following activities would be reported in this section: Department Research--Faculty research or scholarly activity. This does not include effort devoted to research projects which are separately budgeted and accounted for if this research takes place during the respective project period. Effort devoted to such projects should be reported under the specific sponsored project under Sponsored Activities. Artistic Creativity/Performance--The creation of works of art, music, literature, etc.; development of and/or participation in performance of plays, concerts, individual performances.

Dept/Unit/College Admin

Dept/Unit/College Admin is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to supervisory, management or staff activities related to the administration of a department, college, or organized research unit. This activity provides administrative support and management direction to the instructional, research and public service programs.

DIR

DIR is the designation on the A-21 page of the effort report which refers to effort and salary related information that has been charged directly to the sponsored project budget.

Effort

Effort is the time spent on an activity by an individual, expressed as a percentage of the individual's total

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institutional activities, such as work on sponsored programs, teaching and instruction, service, or other duties. Effort cannot exceed one hundred percent (100%).

Effort Period

Effort Period corresponds to the reporting periods in FACET. There are three (3) Effort Reporting periods for Exempt Professorial and Professional employees in each academic year: summer, fall, and spring.

Empl Rcd

The employee record number represents a specific appointment for the employee. The employee can have more than one employee record active at a given time.

Employee ID (EMPLID)

This is the 9-digit employee identification number given to every employee of the University. (It is not the same as a person's student identification number or social security number.)

Employee Name

This is the name of the employee. You can search for an employee by entering the last name (%last name) or part of the last name ending. For example, typing %Johnson would return a list of people whose name includes Johnson. It should be noted, that in various parts of the FACET application, the results may be limited to only those employees to whom you have permission to see.

Entered Effort

The portion of a person's 100% effort for a given reporting period that has been entered on the Certify Effort page. On the A-21 page, this effort is allocated between DIR, MCS, OTC, and VCS, based on other related information

ER Period

Effort Reporting Period is the numeric value that corresponds to the Effort Period. For example, for exempt reports, 1 corresponds with Summer, 2 with Fall, and 3 with Spring.

ER Year

Effort Reporting Year refers to the Academic Year. Each academic year is designated by the four-digit years that include three consecutive academic semesters, starting with summer and ending with the following spring. For example, 2008-2009 academic year includes Summer 2008, Fall 2008, and Spring 2009 semesters.

Error Messages Exist

In FACET this language indicates that there are Errors that must be dealt with/corrected before the Effort Certification can be finalized.

FACET

FACET is the acronym for Faculty Assignments, Commitments & Effort Certification Tracking. This is the university's system for effort reporting on Exempt employees beginning with the Fall 2008 term.

Faculty Development/Sabbatical

Faculty Development/Sabbatical is category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort expended on activities that provide faculty with opportunities for increasing their personal and professional performance, such as faculty development programs, paid sabbaticals, in-service faculty education programs, and faculty awards for equalizing educational and employment opportunities. When faculty development leave is used to satisfy the cost sharing/matching requirements of sponsored projects, the portion of effort expended for cost sharing/matching should be reported under the sponsored research project number in Sponsored Activities.

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FLSA

The FLSA (Fair Labor Standards Act) is the Federal law, sometimes called the overtime law, that insures that wages are paid for all hours worked and that all overtime hours, overtime pay, and collected unpaid overtime due is paid to wage earners. Exempt employees are those employees not covered by (exempt from) the FLSA. Non-exempt employees ARE covered by (not exempt from) FLSA.

Full Time Equivalent (FTE)

A numerical designator for an appointment based on 100% for full time. An FTE for a full-time employee is 1.00.

Includes Instruction

This value in the header record of an effort report simply serves as a flag to indicate that the effort report being considered “includes instruction.”

Includes Sponsored Funding

This value in the header record of an effort report simply serves as a flag to indicate that the effort report being considered “includes sponsored funding.” This means that some or all of the employee’s salary is funded by a sponsored project as reflected by a project number being included in the funding details.

Institution ID

Institution ID is FSU01 (FSU zero one).

Institutional Base Salary

The salary paid to an employee in either 1/12 increments (for faculty members on a 12-month appointment) for the 12 months of the fiscal year or 1/9 increments (for faculty with 9-month appointments) for the 12 months of the fiscal year.

Instruction

Delivery of course materials to students registered for credit courses of any kind.

Instruction for Credit

Effort expended on instructional delivery of course(s) to students registered for credit courses of any kind. This includes instruction for credit that benefits a sponsored research project or sponsored instruction project, if approved by Sponsored Research office.

Job Code

Identification numbers assigned to specific job classifications.

Job FTE

The portion of full-time effort expected to be expended related to an appointment.

K Award

Almost all National Institutes of Health (NIH) supported career development awards (K Awards) require that recipients devote a specified minimum percentage of their full-time professional effort (in most cases 75%) to the goals of the career award. In addition, NIH policy requires a full-time appointment at the applicant organization, with salary based on a full-time, 12-month staff appointment.

K-12 Public Service

K-12 Public Services is a category under the “Other Non-Sponsored Activities” section of the effort report and is to include effort related to State mandated service: Effort expended in providing public service activities required by rule or statute to be performed by state universities. This category is used for reporting education service effort of faculty and other professional employees involved in the performance of public service activities in the K-12 system that have been assigned by the unit administrator.

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Key Personnel

Key Personnel is a term that is used in reference to the personnel who are working on a sponsored project. FSU will follow the sponsoring agency's definition of Key Personnel if one exists. If no agency definition exists, FSU will define Key Personnel as the Principal Investigators (PIs) and all Co-Principal Investigators (Co-PIs) identified as such in the proposal and/or award.

Leave of Absence (paid)

Leave of Absence (paid) is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to an authorized, compensated leave of absence granted to an employee by the university. This includes professional development leave, and disability leave.

Matching

See Cost Sharing.

MCS

The abbreviation appears on the A-21 page of the effort report and includes the effort that is considered Mandatory Cost Share by virtue of the fact that it was committed in the proposal.

My Queue Only

This is a box on the search page for certified reports. When this box is checked, the search results will include only those reports that require your attention. When this box is not checked, the search results will include all reports over which you have access.

NIH Salary Cap

Every year since 1990 Congress has legislatively mandated a provision limiting the direct salary that an individual may receive under an NIH grant to Executive Level I of the Federal Executive Pay scale. For the purposes of the salary limitation, the terms "direct salary," "salary," and "institutional base salary" have the same meaning.

NSF Salary Limitation

As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit applies salary compensation received from all NSF-funded grants.

OMB Circular A21

This Federal Circular from the Office of Management and Budgets establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. A-21 is the principal guiding document for Federal requirements for effort reporting.

Other Instructional Effort Non-Credit

Other Instructional Effort Non-Credit is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to the performance of instruction-related activities which are not reported in Instruction for Credit. This includes the development of new delivery approaches, improvement/revision of materials for credit courses, participation in the planning, development and/or evaluation of total curricula program services, and preparing planning programs. Justification for this activity will be documented as part of the individual's Activities Report. It may include effort by graduate assistants who assist a faculty member with a course, but who do not teach.

OTC

The abbreviation appears on the A-21 page of the effort report and includes the effort that is required to cover the Over-the-Cap Salary (see that definition below). This is calculated by multiplying the effort entered times the OTC %.

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Other Non-Sponsored Activities

Other Non-Sponsored Activities is one of three sections on the effort report. This section is used to report effort expended in activity categories not included in Instruction for Credit or Sponsored Activities.

Over-commitment

Over-commitment occurs when an individual has committed him/herself more than 100%. This can occur when a faculty member applies for three proposals at 50% FTE each, thinking that not all three will get funded, but all three proposals are funded. Because the faculty member can only have a commitment of 100%, s/he would not be able to accept one of the three awards mentioned in the example above or renegotiation effort requirements on one or more of the awards. A faculty member could also have an over-commitment if s/he had a commitment to spend 75% of her/his time on teaching but then got a grant for 40% of his/her time. In such a case, the faculty member would have to reduce one of the activities so that it would not be above the 100% limit.

Overload

This is an appointment type used when a faculty member has an approved dual compensation for hours in excess of 1.00 FTE by more than one department within the University. Such appointment must satisfy specific criteria and be approved by Dean/Director of both primary and secondary employing unit, prior to the dual compensation appointment and/or the performance of any work with the secondary employer.

Over-the-Cap Salary

Over-the-Cap Salary is the amount of an individual's salary that exceeds the NIH Salary Cap. There is a check-box in the header section of the effort report which is checked if the employee has an hourly rate which is greater than the hourly rate limit imposed by the sponsor of a project on which s/he received funding.

Performance Period

The Performance Period is a term that relates to sponsored projects. The performance period of a project is the period between the begin date and the end date.

Public Service

Public Service is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort expended in providing professional and/or discipline-related services of faculty members to the community, the state, or the nation, including service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups and individuals. Public Service assignments shall be in general terms in the individual's written assignment.

Reduction in Time

Reduction in Time – Per OMB Circular A-110, 25 c, the recipient of a federal award must request a prior approval from the sponsor when a key person will be absent for more than three months on the project or if a 25 percent reduction in time will be devoted to the project by the approved project director or principal investigator.

Release Time (UFF Rep.)

Release Time (UFF Rep.) is a category under the "Other Non-Sponsored Activities" section of the effort report and is to reflect a reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities in employee representation and contract administration.

Remaining Effort

Remaining Effort is a value that appears at the top of an effort report. It reflects the difference between the subtotal of all effort presently entered and 100%.

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Report ID

Report ID identifies the type of effort report, Exempt or Non-exempt.

Report Sequence

In the certified reports sections, this value indicates that which certified report you are looking at. It should be rare that a report is modified after it has been finalized, but should the need arise this process will create a new "report sequence" so that the original certified report remains intact for audit trail purposes. In the committed effort section, a new report sequence is created every time the effort commitment is changed.

Report Status

This is the overall status for the report. The statuses in FACET are as follows:

- Cancelled
- Finalized
- Open
- Re-Open Lines
- Ready for Review
- Superseded by New Sequence

Residency Instruction (Medicine Only)

Residency Instruction (Medicine Only) is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort related to instruction offered in clinical situations by faculty physicians in College of Medicine.

Seq

This is the abbreviation for Approval Sequence. See Approval Sequence.

Sponsored Activities

Other Non-Sponsored Activities is one of three sections on the effort report. This section includes effort expended on specific research project activities which are separately budgeted and accounted for (that is, federal, state, city, or private foundation contracts and grants and separately budgeted research projects supported by institutional funds).

Sponsored Projects Admin

Sponsored Projects Admin is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include administrative effort incurred by separately organized Administration units established to administer sponsored projects (Office of the Vice President for Research only).

Status

See Report Status.

Suitable Means of Verification

Suitable means of verification is the standard of documentation required by the Federal government in the event that someone other than the employee is certifying the employee's effort. Suitable means of verification must take into consideration and be consistent with other documentation in existence, and be sufficient to support a reasonable estimate of effort expended by the employee. Documentation of the means of verification must indicate the employee worked during the period covered by the effort report and the percentages on the report are a reasonable estimate of the employee's effort. Examples of such documentation may include, but are not limited to calendars or timesheets where the employee tracked his/her effort by activity/project, dated email messages where the employee has indicated or confirmed his/her activity, or signed/dated reports, notes, etc., where the employee has indicated or confirmed his/her activity.

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Twelve Hour Law

Florida Statute 1012.945 states, "Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university." Faculty who are not paid wholly from state funds or who have been assigned other duties, may teach proportionally less than 12 classroom hours per week.

University Governance/General Administration

University Governance/General Administration is a category under the "Other Non-Sponsored Activities" section of the effort report and is to include effort expended in providing advisory support to the general governance of the institution. This includes participation in the general governance of the institution in accordance with the Constitution of the institution, limited to participation in the legislative processes of the institution and service on committees associated with these legislative processes. Also includes special assignments, such as consultation service to university offices and units.

UCS

The abbreviation appears on the A-21 page of the effort report and includes the effort that exceeds the Direct Charged Effort plus the Mandatory Cost Shared Effort plus the Other the Cap Effort.