West Virginia University / West Virginia University Research Corporation
Office of Sponsored Programs
Grant Budget Assistance Unit
EFFORT CONVERSION TABLES

Effort is the amount of time a faculty/staff member spends working on a sponsored agreement, such as a grant. A faculty/staff member should report her or his proposed effort in the form of (1) the number of months spent working on the grant or (2) a percentage of the total time spent working for the University. The following tables can be used as quick reference guides for converting effort within a grant budget and/or for internal requests.

If using Months of Effort, the Institutional Base Salary is divided by the Institutional Appointment to arrive at the Monthly Salary. The Monthly Salary is multiplied by the Months of Effort to arrive at the Requested Salary.

If using a Percentage of Effort, the Institutional Base Salary is multiplied by the corresponding Percentage of Effort to arrive at the Requested Salary.

9 Month Appointment

Convert Number of Months of Effort to Percentage of Effort		Convert Percentage of Effort to Number of Months of Effort	
9	100%	100%	9.00
8	88.89%	90.00%	8.10
7	77.78%	80.00%	7.20
6	66.67%	70.00%	6.30
5	55.56%	60.00%	5.40
4	44.44%	50.00%	4.50
3	33.33%	40.00%	3.60
2	22.22%	30.00%	2.70
1	11.11%	25.00%	2.25
0.75	8.33%	20.00%	1.80
0.50	5.56%	10.00%	0.90
0.25	2.78%	7.50%	0.68
		5.00%	0.45
		2.50%	0.23
		1.25%	0.11
		1.00%	0.09

10.5 Month Appointment

Convert Number of Months of Effort to Percentage of Effort		Convert Percentage of Effort to Number of Months of Effort	
10.5	100%	100%	10.50
9.5	90.48%	90.00%	9.45
8.5	80.95%	80.00%	8.40
7.5	71.43%	70.00%	7.35
6.5	61.90%	60.00%	6.30
5.5	52.38%	50.00%	5.25
4.5	42.86%	40.00%	4.20
3.5	33.33%	30.00%	3.15
2.5	23.81%	25.00%	2.63
1.5	14.29%	20.00%	2.10
1.0	9.52%	10.00%	1.05
0.75	7.14%	7.50%	0.78
0.50	4.76%	5.00%	0.53
0.25	2.38%	2.50%	0.26
		1.25%	0.13
		1.00%	0.11

11 Month Appointment

Convert Number of Months of Effort to Percentage of Effort		Convert Percentage of Effort to Number of Months of Effort	
11	100%	100%	11.00
10	90.90%	90.00%	9.90
9	81.82%	80.00%	8.80
8	72.73%	70.00%	7.70
7	63.64%	60.00%	6.60
6	54.55%	50.00%	5.50
5	45.45%	40.00%	4.40
4	36.36%	30.00%	3.30
3	27.27%	25.00%	2.75
2	18.18%	20.00%	2.20
1	9.09%	10.00%	1.10
0.75	6.82%	7.50%	0.83
0.50	4.55%	5.00%	0.55
0.25	2.27%	2.50%	0.28
		1.25%	0.14
		1.00%	0.11

12 Month Appointment

Convert Number of Months of Effort to Percentage of Effort		Convert Percentage of Effort to Number of Months of Effort	
12	100%	100%	12.00
11	91.67%	90.00%	10.80
10	83.33%	80.00%	9.60
9	75.00%	70.00%	8.40
8	66.67%	60.00%	7.20
7	58.33%	50.00%	6.00
6	50.00%	40.00%	4.80
5	41.67%	30.00%	3.60
4	33.33%	25.00%	3.00
3	25.00%	20.00%	2.40
2	16.67%	10.00%	1.20
1	8.33%	7.50%	0.90
0.75	6.25%	5.00%	0.60
0.50	4.17%	2.50%	0.30
0.25	2.08%	1.25%	0.15
		1.00%	0.12