

University Activities and Effort

This table provides general guidance on how to treat some common University activities.

Teaching

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Teaching a course or seminar at the University of Arizona	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 head, division director, dean, etc.)	Yes	No

Service

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Serving as a peer reviewer for a journal	Yes	No
Reviewing grants for a funding agency	Yes	No
Participation in professional society activities	Yes	Generally no, unless the work relates to a specific sponsored project

Extension

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Delivering program and research based information to the public	Yes	Generally no, unless it relates to a specific sponsored project

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	<ul style="list-style-type: none"> • Yes, if the sponsor agreed to fund the effort • No, if the sponsor requires the effort but has not agreed to fund it (mandatory cost sharing) • No, if the researcher volunteers the effort but the sponsor has not agreed to fund the effort (voluntary cost sharing)
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

Clinical Activity

Activity	Included in Total University Effort?	Chargeable to a sponsored project?
Providing clinical services (patient, medical, pharmacy, or nursing) related or unrelated to a sponsored project	Yes	No, unless designated as part of a funded sponsored project