

Percent of Time & Effort to Person Months (PM)  
Interactive Conversion Table

3 month Summer Term		6 month Appointment		8 month Appointment		9 month Academic Year		10 month Appointment		12 month Calendar Year			
% effort		% effort    PM		% effort    PM		% effort    PM		% effort    PM		% effort    PM			
	0	PM	0.00	0	0.00	0	0.00	0	PM	0.00	0	PM	0.00

**Instructions:**

**To use the chart simply insert the percent effort that you want to convert into the -0- of the 3 mo. Summer Term % effort line and hit enter. The person month for 3, 6, 8, 9, 10, and 12 will be displayed simultaneously.**

There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term. Here is a month/week/days breakout for each:

Academic Year (AY)	9 months	39 weeks	273 days
Summer Term (SM)	3 months	13 weeks	90 days
Calendar Year (CY)	12 months	52 weeks	365 days

To fill out the budget forms for the SF 424 R&R grantees will need to convert percent-of-effort to person months. Below are a two examples of how person months are applied:

Example 1:            A PI on an AY appointment at a salary of \$63,000 will have a monthly salary of \$7,000 (one-ninth of the AY). 25% of AY effort would equate to 2.25 person months (9x.25=2.25). The Budget figure for that effort would be \$15,750 (7,000 multiplied by 2.25 AY months).

Example 2:            A PI on a CY appointment at a salary of \$72,000 will have a monthly salary of \$6,000 (one-twelfth of total CY salary). 25% of CY effort would equate to 3 CY months (12x.25=3). The budget figure for that effort would be \$18,000 (6,000 multiplied by 3 CY months).

**Tenured / Tenure Track**

24.0000 Total units

9.0000 Months

**Lecturers**

30.0000 Total units

9.0000 Months

**Teaching**

Units	Months
1.0000	0.375
2.0000	0.750
3.0000	1.125
4.0000	1.500
5.0000	1.875
6.0000	2.250
7.0000	2.625
8.0000	3.000
9.0000	3.375
10.0000	3.750
11.0000	4.125
12.0000	4.500
13.0000	4.875
14.0000	5.250
15.0000	5.625
16.0000	6.000
17.0000	6.375
18.0000	6.750
19.0000	7.125
20.0000	7.500
21.0000	7.875
22.0000	8.250
23.0000	8.625
24.0000	9.000

**Teaching**

Units	Months
1.0000	0.30
2.0000	0.60
3.0000	0.90
4.0000	1.20
5.0000	1.50
6.0000	1.80
7.0000	2.10
8.0000	2.40
9.0000	2.70
10.0000	3.00
11.0000	3.30
12.0000	3.60
13.0000	3.90
14.0000	4.20
15.0000	4.50
16.0000	4.80
17.0000	5.10
18.0000	5.40
19.0000	5.70
20.0000	6.00
21.0000	6.30
22.0000	6.60
23.0000	6.90
24.0000	7.20
25.0000	7.50
26.0000	7.80
27.0000	8.10
28.0000	8.40
29.0000	8.70
30.0000	9.00