

**RESEARCH FOUNDATION  
CITY UNIVERSITY OF NEW YORK  
Personnel Activity Report for Sponsored Activities**

Semester / Year \_\_\_\_\_

College: \_\_\_\_\_ Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ Title: \_\_\_\_\_  
 S.S.# (last 4 digits): \_\_\_\_\_

**I. SPONSORED PROJECTS ADMINISTERED THROUGH THE RESEARCH FOUNDATION including Mandatory and Voluntarily Committed Cost Share**

Project Description (for RF Projects Indicate RF Acct.#)	Period	Organized Research (a)	Other Sponsored Activity (b)	Percent

\* Included in the percentage is the cost shared by the College.

**II. UNIVERSITY FUNDED RESEARCH (include CUNY First account which is the funding source)**


III. Instruction .....	
IV. Departmental Administration .....	
V. Other Institutional Activities .....	
<b>GRAND TOTAL</b>	
(must equal 100%)	

\_\_\_\_\_ Date OR\*\* \_\_\_\_\_ Faculty Member's Signature  
 \_\_\_\_\_ Date \_\_\_\_\_ Principal Investigator's Signature  
 or other authorized signature

\*\* As per federal guidelines, the reports will be signed by the employee, principal investigator, or responsible official(s).

**Definition of Personnel Activity Report Categories**

- I. Sponsored projects administered through the Research Foundation mean all research and other sponsored activities that are awarded by federal and non-federal agencies and organizations, separately budgeted and accounted for, and paid for by the sponsor. Programs that meet this criteria and are not administered through the RF would be included in item II. PSC/CUNY research awards are included in the organized research category.
 

Mandatory Cost Sharing is required by the sponsor as a condition of obtaining an award.

Voluntarily Committed Cost Share means when an award is received in which voluntary cost share is proposed by the institution, the cost sharing becomes a binding commitment (voluntarily committed cost sharing) of the agreement, which the institution must provide and document, as part of the performance of the sponsored agreement. Voluntarily Committed Cost Share must be approved by the V.C. for Research.

Effort in each project must be reported separately. Please note, the percentage of effort to be reported is the percentage in relation to your total semester work load. Overloads or work for which additional compensation is received are not to be included.

The Research Foundation project number should be included under Project Description in item I. For item II University Funded Research, the CUNY First department number should be included under Project Description.
- a. Organized Research means effort expended on all research activities of an institution that are separately budgeted and accounted for.
- b. Other Sponsored Activities mean effort expended on all programs and projects financed by federal and non-federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as Other Institutional Activities.
- II. University Funded Research means all effort expended on research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University Funded Research, for purposes of this document, shall be listed under the function of organized research. It includes research activities funded by the College's tax levy budget.
- III. Instruction means the effort expended on teaching and training activities of an institution. Except for research training, this term includes all teaching and training activities, whether offered for credits toward a degree or certificate or on a non-credit basis, whether they are offered through regular academic departments of separate divisions, such as a summer school division or an extension division. Also considered part of this major function are Departmental Research and, where agreed to, University Funded Research.
- IV. Departmental Administration means personnel service expenses incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic dean's offices, departments and divisions.
- V. Other Institutional Activities mean effort expended on all activities of an institution except: Instruction, Organized Research and Other Sponsored Activities, as defined above.