

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	PM	% effort	PM	% effort	PM	% effort	PM	% effort	PM	% effort	PM

Instructions:

To use the chart simply insert the percent effort that you want to convert into 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 ($9 \times .25 = 2.25$). 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 ($12 \times .25 = 3$). The budget figure for that effort would be \$18,000 (6,000 multiplied by 3 CY months).