**Appendix A**

*‘University effort’* only includes activities for which the employee is compensated by UVA, totals 100% regardless of the type of the employee’s appointment and excludes non-University activities. Although the scope of ‘*University effort’* may differ somewhat among faculty, the following illustrates the types of activities that would typically be included as part of one’s ‘*University effort’* or excluded from one’s ‘*University effort*:’

*University Effort* **\*** **INCLUDES:**

**Section I: Sponsored Activities**

* Externally sponsored research, including all activities that the federal government recognizes as allocable to sponsored projects (e.g., advising students, writing technical/progress reports, technical presentations).

**Section II: Other University Activities**

* Instruction/university supported academic effort, including classroom teaching/presentations to students/trainee groups, mentoring trainees and participation in resident training.
* Non-sponsored research, including UVa-funded projects.
* University Service, including University committees.
* Administration (e.g., Department Chair, Program Director, Dean).
* Effort expended on preparing competitive proposals for future funding (e.g., new, renewals).

**Section III: Clinical Care and Medical Center-Related Activities**

* Clinical activities (the University Physicians Group).

*University Effort* **EXCLUDES**:

* Consulting outside of UVa, except when performed as part of an individual's assigned responsibilities.
* Service on grant funding peer review panels.
* Peer review of manuscripts, regardless of whether compensation is received.
* Leadership in professional societies.
* Volunteer, community, or public service not directly related to ‘University effort.’
* Lectures or presentations for which the individual receives compensation from a source other than UVa.
* Activities performed as Internal Overload (see [HRM-045](https://uvapolicy.virginia.edu/policy/hrm-045)).
* Incidental work, de minimis activities.
* Other activities over and above or separate from assigned responsibilities.