Participants

Project Director
The fields pertaining to the main Project Director are prepopulated on this page according to what is displayed on the Cover Page

Co-Project Directors
Enter the information for all Co-Project Directors (Co-PDs) who are participating on this project. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added.

Estimated Project FTEs for the Project Duration*
A Full-time equivalent (FTE) is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full time schedule on a 5 year project, that would be equal 5 complete FTEs.

INSTRUCTIONS: Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the **project's duration.** You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

<u>Scientist</u>: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

<u>Professional</u>: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

<u>Technical:</u> Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

<u>Administrative and Other:</u> These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as typing reports, managing bill payments, managing equipment and supplies, etc. Examples: Secretary, Data Entry personnel.

*NOTE: Estimated Project FTEs are not required by the REEport system. If you leave these fields at zero, the system will still allow you to submit a project initiation. However, please be aware that for capacity projects, a NIFA reviewer can decide if he or she requires the estimated FTEs before approving a project. If the project is submitted with no estimate FTEs and the reviewer requires them, then the reviewer will defer the project and indicate such in his/her comments. The project can then be resubmitted with the appropriate FTE fields filled in.