

How to Report FTEs in the Plan of Work and Annual Report

Guidance for State Users

DEFINITION: FTE stands for “Full-Time Equivalent.” One professional FTE is approximately 2,080 hours of staff time annually allocated to support program activities.

How does NIFA define a “professional FTE”?

For EXTENSION: Professional FTEs include the *professional* program staff, administration, communications personnel, and other professional staff (professional in this case is generally associated with staff who have, at minimum, a bachelor’s degree, and often, a master’s degree or higher).

For RESEARCH: Professional FTEs include scientists (SYs) and professional staff (PYs; again, see above for definition of “professional” when it comes to PYs).

What should NOT be included: General support or secretarial staff, paraprofessionals, or clerical staff.

How to report professional FTEs:

Plan of Work

There are two sections where states should report expected or “planned” FTEs: the Program Overview section and at the individual Planned Program level.

1. Program Overview Section: States should report FTEs expected to be *expended on all of the Planned Programs COMBINED, regardless of source of funding*. In this section, we do not want you to disaggregate FTEs along funding lines, since it is meant to show the TOTAL amount of effort going towards all your Planned Programs. In other words, all FTEs funded through any source (state, other federal, private grants, NIFA formula and competitive funds, etc.) should be included here.
2. Individual Planned Programs: In these sections, states should report only those FTEs funded through the four formula funding lines covered by the AREERA State Plan of Work guidelines (Hatch, Hatch Multistate, Evans-Allen, Smith-Lever 3b&c, 1890 Extension). Reporting the FTEs this way shows NIFA what fraction of the total effort (as reported in the Overview Section explained above) is being funded through just the four formula funds. In other words, it helps demonstrate the importance of what those four formula funds contribute to overall programming throughout the Land Grant system.

Annual Report

The same two sections in the Plan of Work, as described above, are found in the Annual Report. The difference in the Annual Report is that there are two lines for FTE numbers. The top line is prepopulated with the expected/estimated FTEs as reported in the associated POW (which was submitted two years prior). The bottom line is for states to report the ACTUAL FTEs expended over the course of the given fiscal year (i.e. if you are filling out the 2011 Annual Report, your actual FTEs should be those expended in FY2011). Also, note that there is a third line available for states to report volunteer FTEs. It is not mandatory to report volunteer FTEs, although doing so is helpful to show NIFA how much total effort was put into a given program, even if not funded monetarily.

The same two rules for reporting FTEs in the Plan of Work apply to the Annual Report

1. In the Overview Section, report ALL ACTUAL FTEs, regardless of source of funding.
2. In the Individual Planned Programs sections, report only FTEs that were funded by the four formula funds.

The following screenshots show the two sections described in this document. They are taken from an Annual Report, so they show both the expected/estimated FTEs (from the previously submitted POW) and the data fields for entering the actual FTEs for the given fiscal year.

Report Overview page (found at the beginning of your reporting screens for both the POW and AR):

2. Enter the Total Actual amount of professional FTEs/SYs for this State. ?

Year: 2011	Extension		Research	
	1862	1890	1862	1890
Plan	305.0	23.0	180.0	12.5
Actual	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="13.5"/>

Inputs page (found in individual Planned Program sections once you click to edit each of them):

IV (B): Planned Program (Inputs) ?

Name of the Planned Program.
Childhood Obesity

1. Enter the actual amount of FTEs/SYs expended for this Planned Program. ?

Year:	Extension		Research	
2011	1862	1890	1862	1890
Plan	10.9	1.0	7.5	0.0
Paid Professional	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Volunteer	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>