



**RESEARCH DEVELOPMENT AND ADMINISTRATION
 RESEARCH GRANTS & CONTRACTS**

PERSON MONTHS CONVERSION CHART

Basic assumption: 12 person months (1 calendar year) = 1.0 FTE

To determine the conversion of % of effort to time in person months,
 use the following formula:

12 months x FTE x % of effort to be proposed on project

Budgeted Person Months	% Effort for Effort Tracking & Certification
12	100%
11.40	95%
10.8	90%
10.2	85%
9.6	80%
9	75%
8.4	70%
7.8	65%
7.2	60%
6.6	55%
6	50%
5.4	45%
4.8	40%
4.2	35%
3.6	30%
3	25%
2.4	20%
1.8	15%
1.2	10%
0.6	5%
0.36	3%
0.24	2%
0.12	1%