

MUSC's Activity Reporting Category Definitions

Sponsored and University Projects - All Organized Research, which is separately budgeted and funded internally (e.g., HSF awards or URC awards) or funded by agencies external to the institution, including sponsored research, research training, and sponsored instruction. In addition to the direct effort spent on a sponsored project, this would include time spent administering a sponsored research project, for example, writing the technical report. Includes grants and contracts projects, MUSC Foundation projects, and University Research Council projects.

Examples (not all-inclusive):

- Sponsored (Grant/Contract) activities (UDAK project number begins with 8 or 69).
- MUSC Foundation activities (UDAK reporting code begins with 51).
- University Research Council activities (UDAK reporting code begins 41).
- Does not include Department-Supported Research activities - Departmental Research activities are internally funded by non-sponsored/unrestricted funds and must be reported under the "Other University Activities" category.

Cost Sharing - Mandatory or voluntary effort expended on one account and paid for by another account (typically a non-sponsored account).

- Mandatory cost sharing is required by some sponsors and is stated (quantifiable) on the Notice of Grant Award (NGA) or in the grant proposal.
- Voluntary cost sharing represents additional effort expended on the project that is not required by the agency (not quantified in the proposal).

Examples (not all-inclusive):

- Activities funded by Cost Share Projects (nonsponsored/unrestricted funds with project description begins with "cost share").
- Activities which directly benefit Sponsored Activities but are funded by non-sponsored/unrestricted funds.

Incremental Teaching/Clinical Time - That portion of time which represents any additional time attending spent with patients providing services due to instruction involving teaching and training activities when degree candidates, interns, residents and fellows were present. Also includes activities related to education of degree candidates, interns, residents and fellows outside of the clinical setting.

Examples (not all-inclusive):

- OR procedure: A case took 3 hours, but without the instructional component would have completed the case in 2 hours. The 2 hour effort would be reported in Clinical Instruction, the 1 hour effort would be reported in Incremental Time.
- Includes clinical time spent with the patient that goes above the time which the attending could have provided the same service without housestaff present.
- Lectures and conferences with housestaff as primary target.
- Administrative time specifically related to Graduate Medical Education (GME) programs.
- Lecture/conference preparation time if related primarily to housestaff.
- Housestaff evaluation and/or discipline.
- Housestaff recruitment, interviews, etc.

Clinical Instruction - Represents services for which direct patient care is rendered when degree candidates, interns, residents and fellows are present, but only the (time) effort that

it would have taken the attending to provide the service if the previously mentioned housestaff and/or students were not present.

Examples (not all-inclusive):

- OR procedure: A case took 3 hours, but without the instructional component would have completed the case in 2 hours. The 2 hour effort would be reported in Clinical Instruction, the 1 hour effort would be reported in Incremental Time.
- Supervision and instruction of housestaff in clinics.
- In-hospital rounds with housestaff as primary target.
- Includes clinical time spent with the patient. However, the effort which goes above the time which the attending could have provided the same service without housestaff should be reported in Incremental Time.
- Does include clinical activities located at other non-MUSC hospitals with the exception of VA 8ths.

Clinical Services - Services for which direct patient care is rendered without degree candidates, interns, residents or fellows present and cannot be included in any other category on the effort report.

Examples (not all-inclusive):

- Does include clinical activities located at other non-MUSC hospitals with the exception of VA 8ths.

Hospital Administration - Consists of any administrative responsibility involving a hospital department. This includes hospital conferences, standing or special committees involving the medical or administrative operations of the hospital.

Examples (not all-inclusive):

- Management of a MUSC Medical Center hospital unit, ancillary department, or a hospital-based clinic.
- Activities related to performance as a medical director of a MUSC Medical Center department or hospital-based clinic.
- Serving on MUSC Medical Center hospital-based clinic meetings or committees (does not include committees related to housestaff instruction, which should be reported under the Clinical Instruction category).
- Does include hospital administration activities located at other non-MUSC hospitals with exception of VA 8ths.
- Teaching or instruction activities for Medical University hospital staff.

Classroom Instruction - Teaching & training of medical students in the classroom, does not include Housestaff or Sponsored Instruction funded by external sponsor grants.

Examples (not all-inclusive):

- Classroom and/or laboratory instruction of undergraduate and/or graduate students.

Other University Activities - All activities of an institution that are not specifically assigned to Sponsored & University Projects, Cost Share, Incremental Teaching/Clinical Time, Clinical Instruction, Clinical Services, Hospital Administration, and/or Classroom Instruction such as:

- Department-Supported Research - Research activities that are not sponsored, consequently not separately budgeted and accounted. This would include research effort allowed by a department and funded through the department's general funds, such as seed money, start-up funds or interim funding.
- Departmental Administration - Administrative and supporting activities that benefit common or joint departmental activities in the deans' offices, academic departments, divisions and organized research units. Includes effort for proposal development. Some examples of employees included in this category are: Chairs, Division Directors, Research Directors, Business Managers and Secretarial/Clerical staff.
- General Administration - Activities that benefit the general executive and administrative functions of the University and other activities of general character which do.
- Student Services - Activities that are established for the primary purpose of contributing to a student's emotional and physical well-being and to the intellectual, cultural and social development outside the context of the formal instruction program, i.e., student activities, cultural events, student newspapers, intramural activities, etc.
- Service/Recharge Centers - Effort devoted to any of the official University service or recharge centers, such as lab animal, university transportation, media services, print shop.
- Other - Other activities of an institution that are not specifically assigned to any other category, such as development, fund-raising, public relations, rare book collections and any activities or costs that are "unallowable" to sponsored agreements.

Examples (not all-inclusive):

- Department-supported research activities funded by non-sponsored/unrestricted funds.
- Research proposal development.
- Administrative activities related to department, college, and/or University committees.
- Administrative activities related to department, college, and/or University activities which cannot be directly associated with a specific Sponsored/University research project, clinical/housestaff activities, or clinical services.
- Activities related to student services/committees (cultural events, student newspapers, intramural activities, etc.) which are outside of instruction-related programs.
- Activities related to any of the official MUSC service or recharge centers (contact GCA at 792-2850 for further information).
- Sabbatical leave.

Total Actual Labor Distribution - Represents how employee's time is distributed.

Approximate Payroll Distribution - Represents how the employee's salary was distributed in the HR/Payroll System for this quarter.

****This Activity Reporting information will be used for two purposes – First, to substantiate effort to meet federal regulatory requirements for federal contracts and grants and Medicare; second, to calculate the F&A cost rate. These percentages were derived from the way your salary was distributed via your PEAR form. If these percentages do not accurately represent your actual effort, please indicate the correct percentage on the Activity Report form and ask your Business Manager to submit a corrected PEAR form.***