

REPORTING HELP

How to Calculate the Nearest Person Month



I'm working on my annual report for my National Science Foundation grant, and they are asking for personnel time spent in "person months." How do I calculate this?



Many federal grants expect principal investigators to report hours spent on grant work in the form of "Nearest Person Month." Calculating this uses a formula that takes into account whether a grant-funded employee worked on the grant on a calendar year (12 month), academic year (9 month), or summer term (3 month) schedule. Presumably, the reason for using this metric is to provide a consistent picture of percent of effort rather than just a straight number of hours spent on a project.

The National Institute of Health and the Centers for Disease Control provide the following formula to calculate person months: Multiply the percentage of your effort associated with the project times the number of months of your appointment.

10%

of a 12-month
calendar year

=

12 x .10

Or 1.2 person months

25%

of a 9-month
academic year

=

9 x .25

Or 2.25 person months

35%

of a 3-month
summer term

=

3 x .35

Or 1.05 person months

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