

Definitions for Effort Certification Form

Sponsored Projects

Projects sponsored by an external organization under the auspices of Case or its affiliates or sponsored by the University that requires separate budgets, accounting and reporting. Includes projects involving patient care associated with research, i.e., activity that requires Institutional Review Board (IRB) approval. Sponsored Projects also includes a wide range of activities such as: mentoring graduate students on specific research projects, writing progress reports for an existing award, holding a meeting with lab staff to discuss specific projects, attending a scientific conference held by an outside professional society to present research results, reading scientific journals to keep up to date with the latest advances in the field, reviewing manuscripts or grants in the research area, discussing science with a seminar speaker, working out the design of a new core facility that a faculty member will use for their research program and so on.

Academic Responsibilities Other Than Sponsored Projects

Includes non-sponsored project activity such as instruction, service, departmental research and other activities related to one's academic appointment. These activities are defined in more detail below:

- **Teaching/Instruction**

Classroom preparation and instruction provided to students, including office hours and counseling.

- **Service**

- Selection and recruitment of faculty, selection of graduate students, house staff and medical students, selection and training of support staff.
- Course and curriculum development not specific to faculty's research area.
- Editing, writing textbook chapters, editing professional journals.
- Service on University or hospital committees.
- Running institutional core facility that serves faculty or staff.

- **Department Research**

Includes all research, development and scholarly activities that are not sponsored research projects, including grant application preparation.

Clinical

- Patient Care - Services to individual patients that are normally eligible to be billed to patients or third parties. Includes training or professional development activities, which are intended to improve clinical skills.
- Graduate Medical Education - Activities related to the supervision and instruction of people enrolled in ACGME accredited intern, residency, and fellowship programs. Among these activities are teaching of clinical procedures, teaching rounds, teaching conferences and grand rounds.