Grant Personnel Funding

Calculating Person Months

Person months is the metric used to express the amount of time PI(s), faculty members, and other personnel devote to a specific project funded by the Center. Please note, this is not the same as percent effort as defined by federal granting agencies. You should only calculate the person months for personnel supported by Center funding in your budget form.

To calculate person months, divide the dollar amount budgeted from the grant for personnel support (salary only) by their total annual salary. Do not include benefits in this calculation. Prorate the resulting value based on the type of appointment that person has (annual, 9-month, summer only). See the examples below (please refer to individual program guidelines for more information regarding benefits).

12-Month Calendar Appointment:

Calculate person months by dividing the dollar amount requested from NCBiotech for salary by the annual salary for the personnel. Multiply this result by 12 months to get the person months request.

$$\frac{\text{Salary Requested from NCBiotech}}{\text{Annual Salary}} * 12 = \text{person months}$$

For example, $27,500 is budgeted for a post-doctoral fellow for one year. The fellow's annual salary equals $55,000. In this case, you would use the following calculation:

$$\frac{\$27,500 \text{ (salary requested from NCBiotech)}}{\$55,000 \text{ (annual salary)}} * 12 = 6 \text{ person months}$$

A request of $27,500 will pay 6 months of salary for the post-doc. Put "6" in the Person Months column of the budget form for the post-doctoral fellow.

9-Month Academic Year Appointment:

Calculate person months by dividing the dollar amount requested from NCBiotech for salary by the academic year (9 month) salary for the personnel. Multiply this result by 9 months to get the person months request.

$$\frac{\text{Salary Requested from NCBiotech}}{\text{9 Month Salary}} * 9 = \text{person months}$$

For example, $4,750 is budgeted for a PI for one year. The PI's 9-month salary equals $95,000. In this case, you would use the following calculation:

$$\frac{\$4,750 \text{ (salary requested from NCBiotech)}}{\$95,000 \text{ (9 month salary)}} * 9 = 0.45 \text{ person months}$$

A request of $4,750 will pay 0.45 months of salary for the PI. Put "0.45" in the Person Months column of the budget form for the PI.

3-Month Summer Term Appointment:

Calculate person months by dividing the dollar amount requested from NCBiotech for salary by the summer term (3 month) salary for the personnel. Multiply this result by 3 months to get the person months request.

$$\frac{\text{Salary Requested from NCBiotech}}{\text{3 Month Salary}} * 3 = \text{person months}$$

For example, $3,750 is budgeted for a student for one summer. The student's 3-month summer pay equals $3,750. In this case, you would use the following calculation:

$$\frac{\$3,750 \text{ (salary requested from NCBiotech)}}{\$3,750 \text{ (3 month salary)}} * 3 = 3 \text{ person months}$$

A request of $3,750 will pay 3 months of salary for a summer student. Put "3" in the Person Months column of the budget form for the student.