Adding Activities to a FAR

After you've generated a FAR, the next step is to add activities to the form, such as courses and sponsored research. To perform this workflow, you must have the following myUFL security role: **UF_ET_FAR_INITIATOR**.

Searching for a FAR

To add activities to a FAR, you first need to search for the form(s) in the system.

1. Click the **Main Menu**.

2. Click **Effort Reporting** and then click **Faculty Assignment Reports**.

3. Click **Faculty Assignment Reports**. The FAR Search page displays. This page enables you to search for FARs using a number of criteria.

4. In the **Academic Year** field, select the academic year for the FARs to be completed.

5. In the **FAR Period** field, select the term for the FARs to be completed.

6. In the **Empl Department** field, enter the Department ID.

Faculty Assignment Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

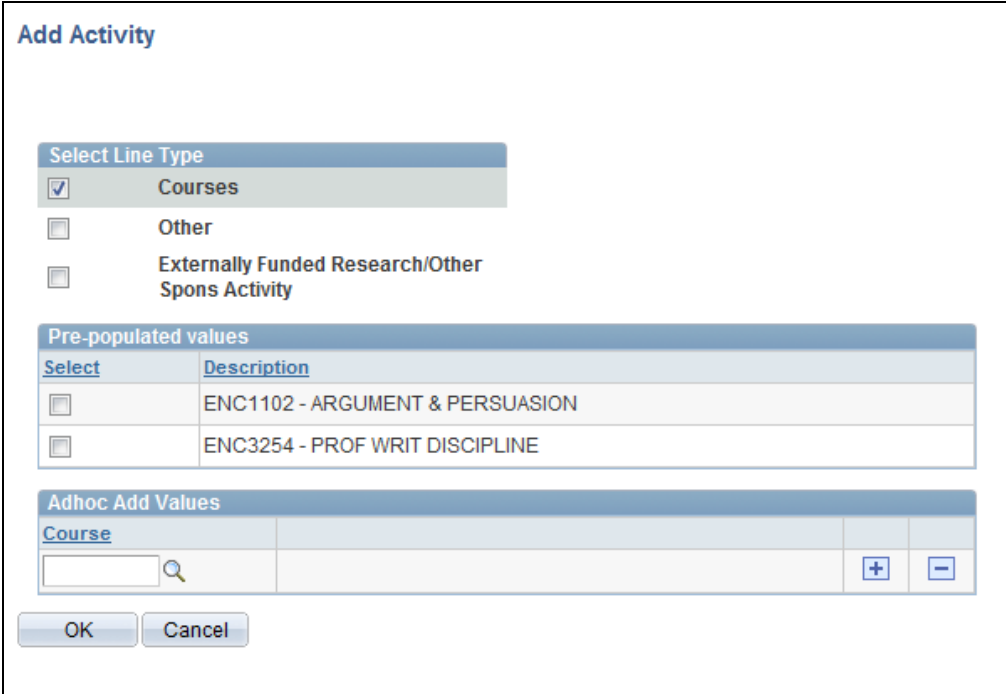|		
Maximum number of rows to return (up to 300):	300	
My Queue Only	☐	
Report ID:	begins with ▾	
Academic Year:	= ▾	2011
FAR Period:	= ▾	Summer ▾
Employee ID:	begins with ▾	
Appointment:	begins with ▾	
FAR Version #:	= ▾	
Employee Name:	begins with ▾	
Empl Department:	begins with ▾	02060000
FAR Status:	= ▾	▾
Approval Path:	begins with ▾	
On Hold:	= ▾	▾
Show FARs with No Access	☐	
☐ Case Sensitive		

Search | Clear | Basic Search | 💾 Save Search Criteria

Figure 1: FAR Search Page

7. Click the **Search** button. The search results display.

8. Click the link for the first FAR in the list. The FAR displays.

Adding Courses to a FAR

1. To add course activities to the form, click the **Add Course, Project, or Other** link. The Add Activity page displays.

2. Click the **Courses** check box. Course selection options display.

Figure 3: Add Activity Page, Courses Selected

3. Select the courses to be taught for the term.

- Click the check boxes in the **Pre-populated Values** section of the page. This section displays courses for which the faculty member is the instructor of record.

- Use the **Adhoc Add Values** section to select any additional courses. To do this:

  a) Click the **Courses** field and then type the first few letters of the course to search.

  b) In the Type Ahead search results that display, click the course you need.

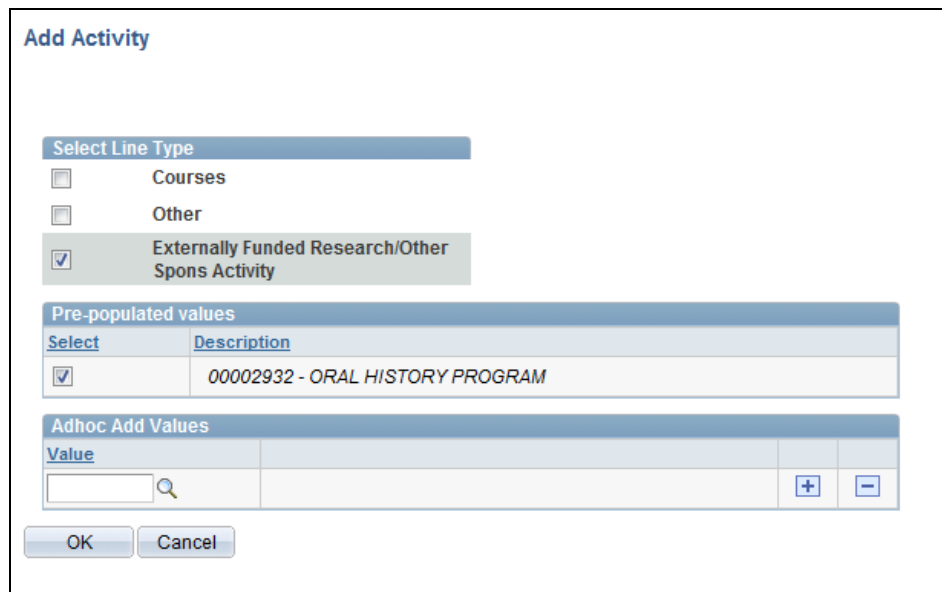 c) To search for and add another course, click the plus sign.

4. Click **OK**. The courses are added to the form.

5. Click the **Save** button.

Adding Externally Funded Research to a FAR

1. Under Externally Funded Research/Other Spons Activity, note any research projects with active commitments for the semester.

    Tip: Research commitments are tracked in the Committed module of the Effort Reporting system. When a faculty member has an active research commitment during the semester, that project will be displayed on the FAR after it is generated.

2. To add a research project to the FAR, click the **Add Course, Project, or Other** link. The Add Activity page displays.

3. Click the **Externally Funded Research/Other Spons Activity** check box. Research selection options display.
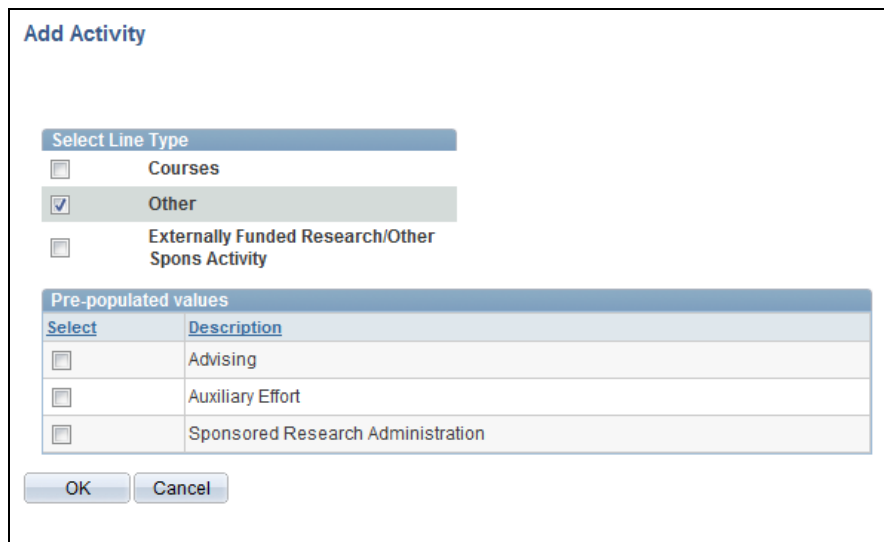

Figure 3: Add Activity Page, Research Selected

4. Select the research projects that will be worked on over the term.

   - Click the check boxes in the **Pre-populated Values** section of the page. This section displays all the research projects for which the faculty member is listed as key personnel.

   - Use the **Adhoc Add Values** section to select any additional research projects. To do this:

     a) Click the **Value** field and then type the first few letters of the Project ID to search.

     b) In the Type Ahead search results that display, click the project you need.

     c) To search for and add another project, click the plus sign.

5. Click **OK**. The research projects are added to the form.

6. Click the **Save** button.

Adding Other Activities to a FAR

You can also add miscellaneous activities to the FAR, such as Advising, Auxiliary Effort and Sponsored Research Administration. To do this, perform the following steps:

1. If a sabbatical or leave of absence is planned for a portion of the semester, click the **Sabbatical/Leave of Absence** check box to add those categories to the form.

2. Click the **Add Course, Project, or Other** link. The Add Activity page displays.

3. Click the **Other** check box. Activity selection options display.

Figure 3: Add Activity Page, Research Selected

4. Click the check boxes for the activities to be added. Click **OK**.

5. Click the **Save** button.