

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):

My Queue Only

Report ID: begins with

Academic Year: =

FAR Period: =

Employee ID: begins with

Appointment: begins with

FAR Version #: =

Employee Name: begins with

Empl Department: begins with

FAR Status: =

Approval Path: begins with

On Hold: =

Show FARs with No Access

Case Sensitive

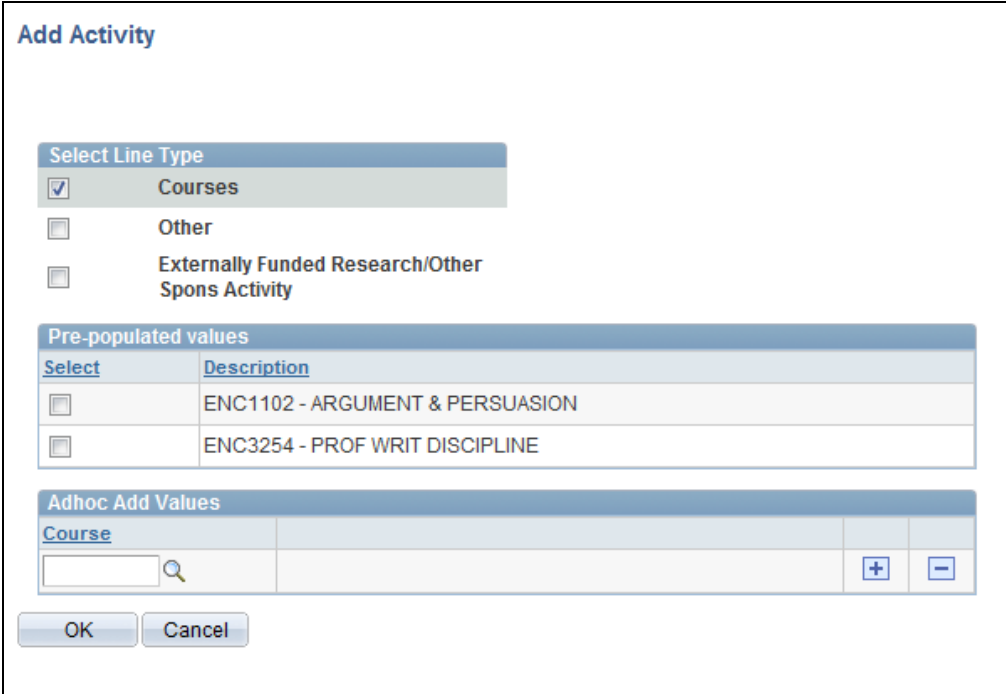
[Basic Search](#)

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.



The screenshot shows the 'Add Activity' page. At the top, the title 'Add Activity' is displayed. Below it, there is a section titled 'Select Line Type' with three radio button options: 'Courses' (which is selected), 'Other', and 'Externally Funded Research/Other Spons Activity'. Below this is a section titled 'Pre-populated values' which contains a table with two columns: 'Select' and 'Description'. The table lists two courses: 'ENC1102 - ARGUMENT & PERSUASION' and 'ENC3254 - PROF WRIT DISCIPLINE'. Below the table is a section titled 'Adhoc Add Values' which contains a search field with a magnifying glass icon and two buttons, '+' and '-'. At the bottom of the page are 'OK' and 'Cancel' buttons.

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.

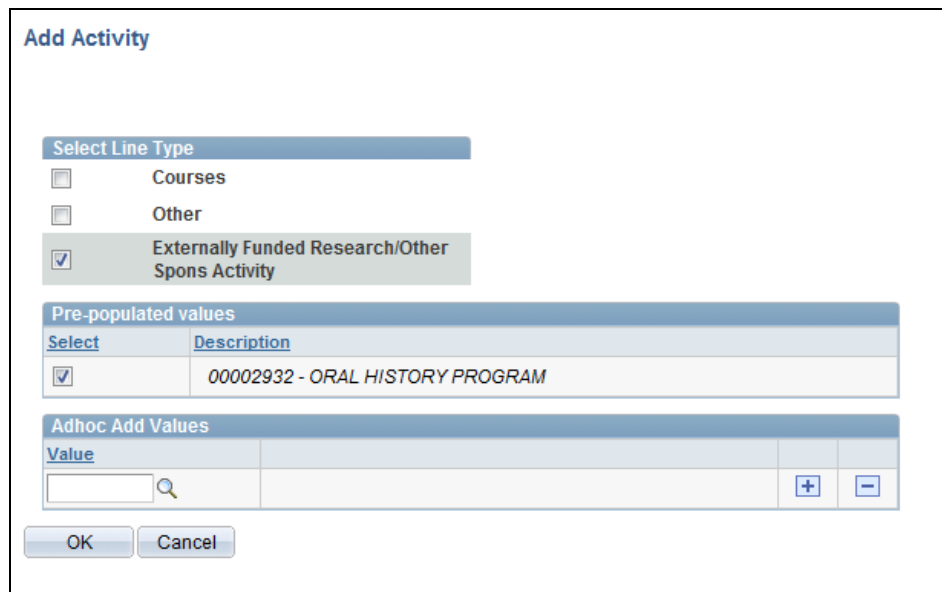
4. Click **OK**. The courses are added to the form.
5. Click the **Save** button.

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.



The screenshot shows the 'Add Activity' form with the following sections:

- Select Line Type:** A list of three options: 'Courses' (unchecked), 'Other' (unchecked), and 'Externally Funded Research/Other Spons Activity' (checked).
- Pre-populated values:** A table with two columns: 'Select' and 'Description'. The first row has a checked box in the 'Select' column and the text '00002932 - ORAL HISTORY PROGRAM' in the 'Description' column.
- Adhoc Add Values:** A table with a 'Value' column and two empty cells. There are search and add/remove icons at the bottom right of this section.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

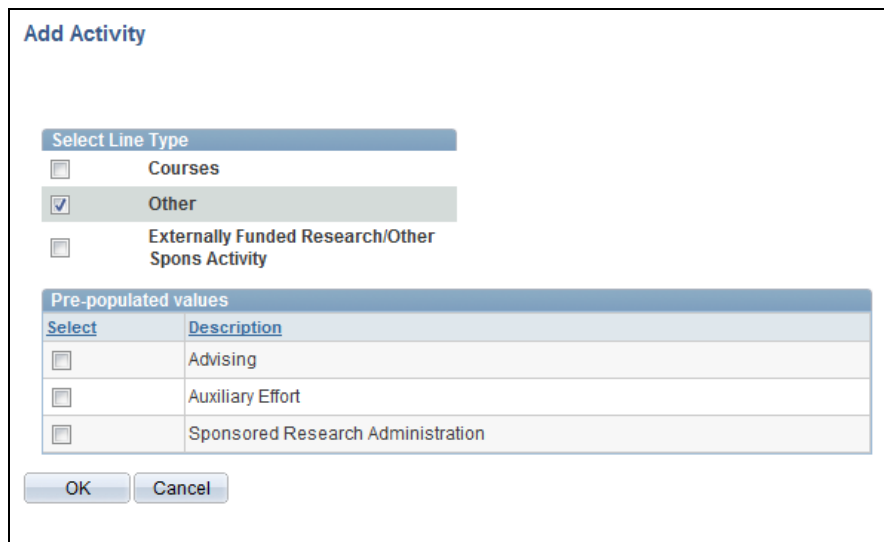
Figure 3: Add Activity Page, Research Selected

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.



The screenshot shows a web form titled "Add Activity". Under the heading "Select Line Type", there are three radio button options: "Courses", "Other" (which is selected), and "Externally Funded Research/Other Spons Activity". Below this is a section titled "Pre-populated values" which contains a table with two columns: "Select" and "Description". The table lists three items: "Advising", "Auxiliary Effort", and "Sponsored Research Administration", each with an unchecked checkbox in the "Select" column. At the bottom of the form are "OK" and "Cancel" buttons.

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.