

## ETS Tracking Guidelines

### Required to be Tracked in ETS

- All WCM faculty and other academic staff with committed effort on active or pending sponsored research projects- must have their entire committed effort tracked in ETS.
- In addition, any individual (academic or non-academic) who receives NYSTEM funding must have their effort tracked in ETS.

**(Other academic staff:** *Post-Docs, Fellows, Research Associates, Staff associates, and etc.*)

### Not Required to be Tracked in ETS

- Students and non-academic employees are not subject to ETS tracking.
- Personnel that do not participate in research.
- Personnel whose sole research activity is on non-extramural research.

**(Non-Academic Employees:** *technicians in wet labs and Research Aides, Research Assistants, Counselors, Data control staff and Program Coordinators in dry labs or on clinical research projects.*)