

Preparing and Certifying Your Time & Effort Report

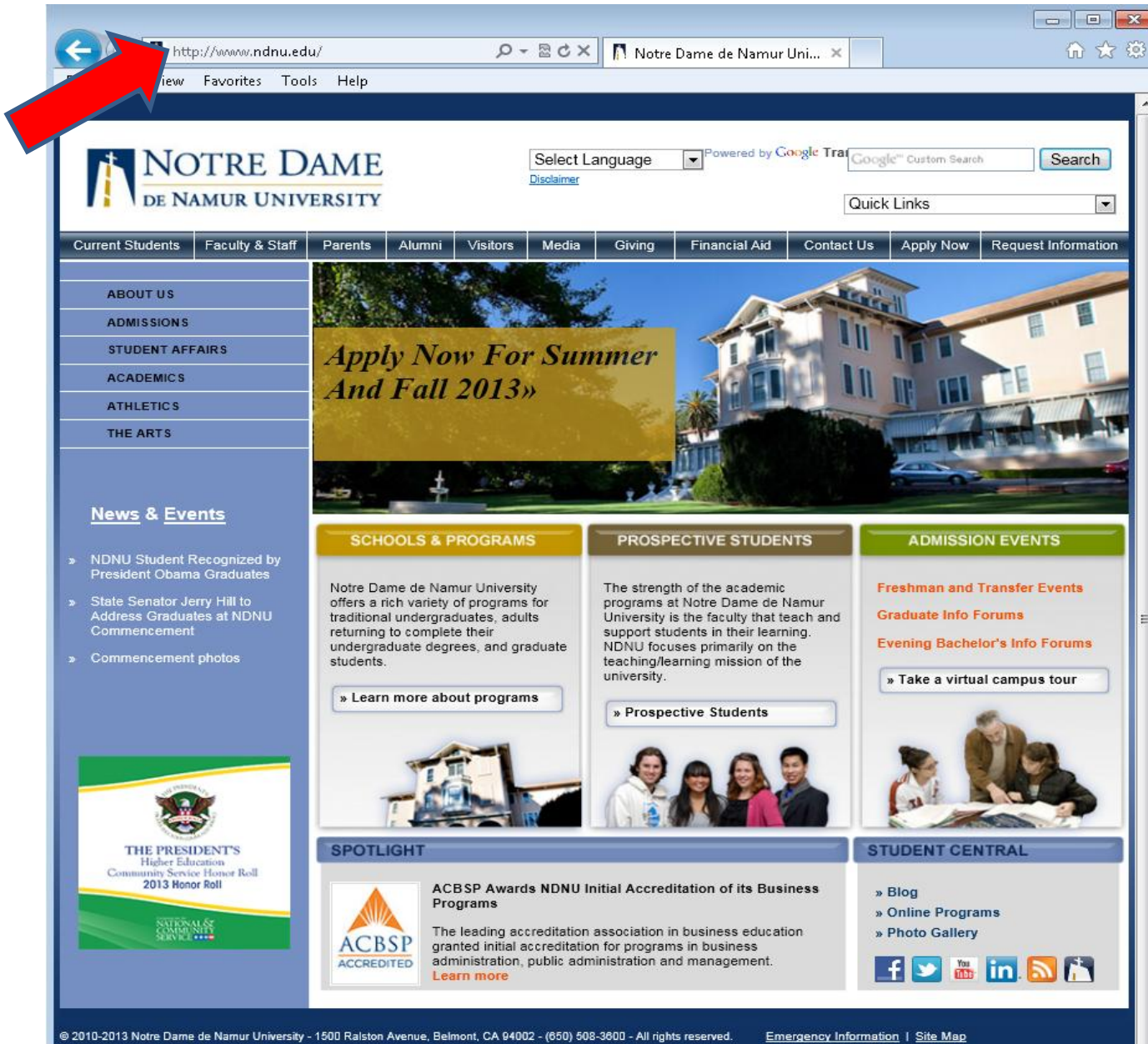


Office of Finance and Administration

Where is the Time & Effort Report?



Point your browser to www.ndnu.edu



The screenshot shows a web browser window displaying the Notre Dame de Namur University website. The address bar shows the URL <http://www.ndnu.edu/>. The website features a navigation menu with links such as "Current Students", "Faculty & Staff", "Parents", "Alumni", "Visitors", "Media", "Giving", "Financial Aid", "Contact Us", "Apply Now", and "Request Information". A prominent banner reads "Apply Now For Summer And Fall 2013". Below this, there are sections for "SCHOOLS & PROGRAMS", "PROSPECTIVE STUDENTS", and "ADMISSION EVENTS". A "SPOTLIGHT" section highlights "ACBSP Awards NDNU Initial Accreditation of its Business Programs". A "STUDENT CENTRAL" section includes links to "Blog", "Online Programs", and "Photo Gallery". The footer contains copyright information and links for "Emergency Information" and "Site Map".

http://www.ndnu.edu/

Notre Dame de Namur University

Select Language | Powered by Google Translate | Google Custom Search | Search

Quick Links

Current Students | Faculty & Staff | Parents | Alumni | Visitors | Media | Giving | Financial Aid | Contact Us | Apply Now | Request Information

ABOUT US
ADMISSIONS
STUDENT AFFAIRS
ACADEMICS
ATHLETICS
THE ARTS

News & Events

- » NDNU Student Recognized by President Obama Graduates
- » State Senator Jerry Hill to Address Graduates at NDNU Commencement
- » Commencement photos

Apply Now For Summer And Fall 2013»

SCHOOLS & PROGRAMS

Notre Dame de Namur University offers a rich variety of programs for traditional undergraduates, adults returning to complete their undergraduate degrees, and graduate students.

» Learn more about programs

PROSPECTIVE STUDENTS

The strength of the academic programs at Notre Dame de Namur University is the faculty that teach and support students in their learning. NDNU focuses primarily on the teaching/learning mission of the university.

» Prospective Students

ADMISSION EVENTS

- Freshman and Transfer Events
- Graduate Info Forums
- Evening Bachelor's Info Forums

» Take a virtual campus tour

SPOTLIGHT

ACBSP ACCREDITED

ACBSP Awards NDNU Initial Accreditation of its Business Programs

The leading accreditation association in business education granted initial accreditation for programs in business administration, public administration and management.

Learn more

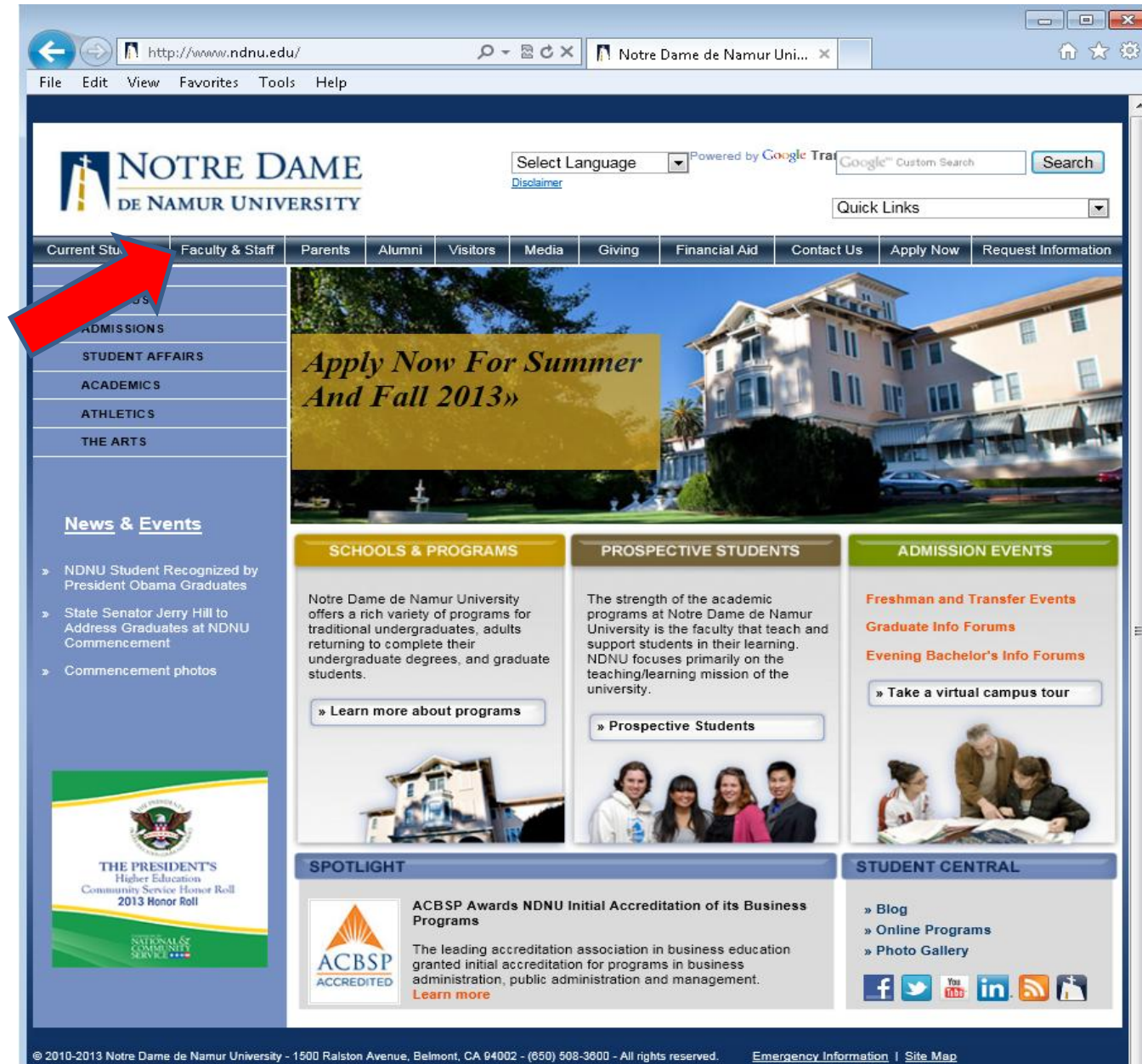
STUDENT CENTRAL

- » Blog
- » Online Programs
- » Photo Gallery

f t You Tube in RSS

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Click on *Faculty & Staff*



The screenshot shows the Notre Dame de Namur University website. A red arrow points to the 'Faculty & Staff' link in the top navigation menu. The website features a header with the university logo, a search bar, and a navigation menu. The main content area includes a banner for 'Apply Now For Summer And Fall 2013' and several informational boxes for 'SCHOOLS & PROGRAMS', 'PROSPECTIVE STUDENTS', and 'ADMISSION EVENTS'. A sidebar on the left contains 'News & Events' and a 'THE PRESIDENT'S Higher Education Community Service Honor Roll 2013 Honor Roll' banner. The footer contains copyright information and links for 'Emergency Information' and 'Site Map'.

http://www.ndnu.edu/ Notre Dame de Namur Uni... x

File Edit View Favorites Tools Help

NOTRE DAME DE NAMUR UNIVERSITY

Select Language Disclaimer Powered by Google Translate Google™ Custom Search Search

Quick Links

Current Students Faculty & Staff Parents Alumni Visitors Media Giving Financial Aid Contact Us Apply Now Request Information

ADMISSIONS

STUDENT AFFAIRS

ACADEMICS

ATHLETICS

THE ARTS

News & Events

- » NDNU Student Recognized by President Obama Graduates
- » State Senator Jerry Hill to Address Graduates at NDNU Commencement
- » Commencement photos

THE PRESIDENT'S
Higher Education
Community Service Honor Roll
2013 Honor Roll

SCHOOLS & PROGRAMS

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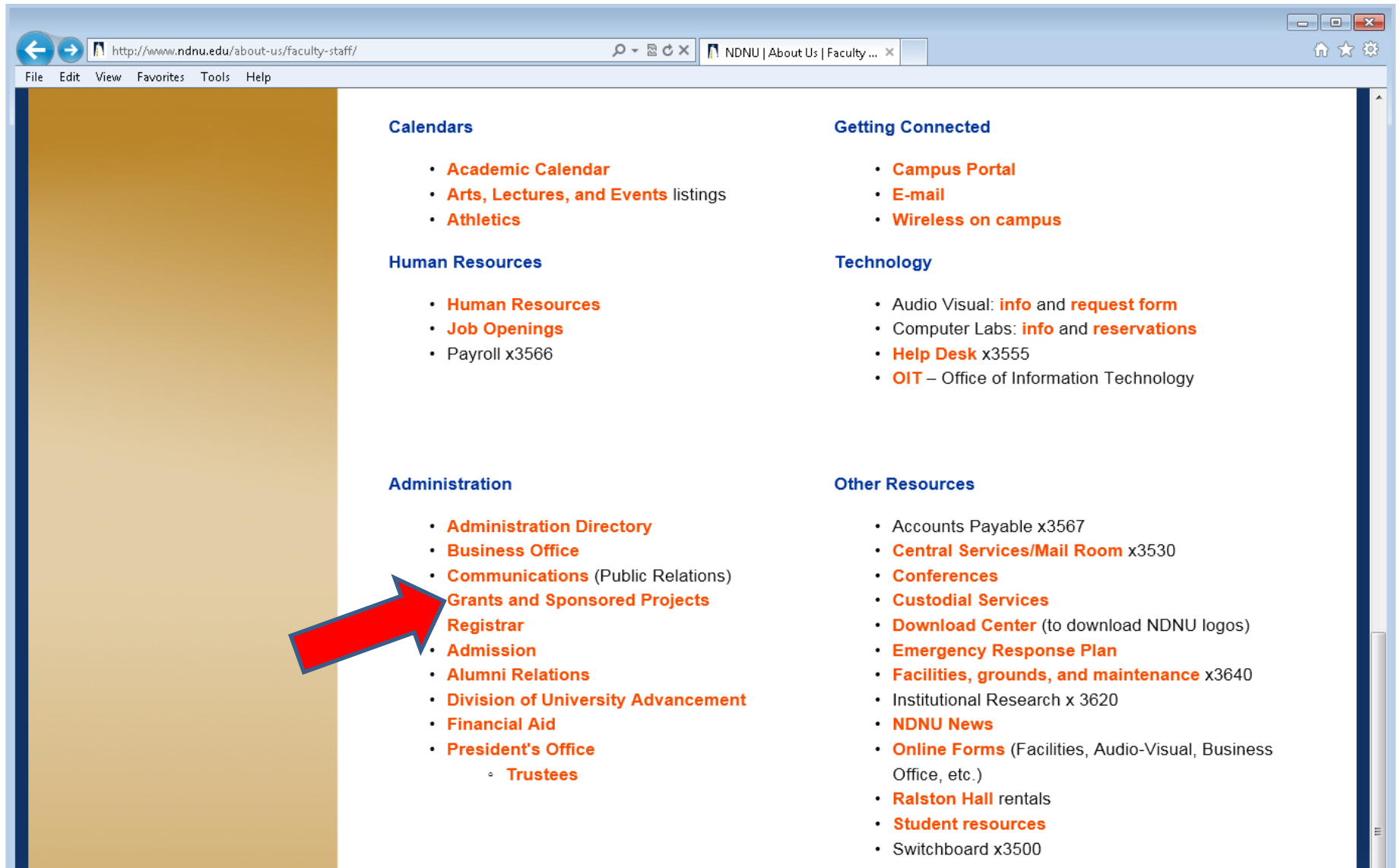
STUDENT CENTRAL

- » Blog
- » Online Programs
- » Photo Gallery

f t You Tube in RSS

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Scroll to the bottom of the page and click on *Grants and Sponsored Projects*



The screenshot shows a web browser window with the address bar displaying <http://www.ndnu.edu/about-us/faculty-staff/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into several sections:

- Calendars**
 - [Academic Calendar](#)
 - [Arts, Lectures, and Events](#) listings
 - [Athletics](#)
- Human Resources**
 - [Human Resources](#)
 - [Job Openings](#)
 - [Payroll x3566](#)
- Administration**
 - [Administration Directory](#)
 - [Business Office](#)
 - [Communications](#) (Public Relations)
 - [Grants and Sponsored Projects](#)
 - [Registrar](#)
 - [Admission](#)
 - [Alumni Relations](#)
 - [Division of University Advancement](#)
 - [Financial Aid](#)
 - [President's Office](#)
 - [Trustees](#)
- Getting Connected**
 - [Campus Portal](#)
 - [E-mail](#)
 - [Wireless on campus](#)
- Technology**
 - Audio Visual: [info](#) and [request form](#)
 - Computer Labs: [info](#) and [reservations](#)
 - [Help Desk](#) x3555
 - [OIT](#) – Office of Information Technology
- Other Resources**
 - [Accounts Payable](#) x3567
 - [Central Services/Mail Room](#) x3530
 - [Conferences](#)
 - [Custodial Services](#)
 - [Download Center](#) (to download NDNU logos)
 - [Emergency Response Plan](#)
 - [Facilities, grounds, and maintenance](#) x3640
 - [Institutional Research](#) x 3620
 - [NDNU News](#)
 - [Online Forms](#) (Facilities, Audio-Visual, Business Office, etc.)
 - [Ralston Hall](#) rentals
 - [Student resources](#)
 - [Switchboard](#) x3500

A red arrow points to the [Grants and Sponsored Projects](#) link in the Administration section.

Click on *Grant Management and Administration Handbook*

The screenshot shows a web browser window with the URL <http://www.ndnu.edu/grants/default.aspx>. The page header includes the Notre Dame de Namur University logo, a language selection dropdown, a Google Custom Search box, and a Quick Links dropdown. A navigation menu contains links for Current Students, Faculty & Staff, Parents, Alumni, Visitors, Media, Giving, Financial Aid, Contact Us, Apply Now, and Request Information. The main content area is titled "Grants and Sponsored Projects" and contains the following text:

Notre Dame de Namur University recognizes the immense value of grants and sponsored projects. Through external support, the University is able to develop programs that improve the quality of education for students, provide access to quality education to underserved populations, expand academic support services, raise endowment funds for scholarships, improve student retention and graduation rates, provide information and services that benefit our community, improve data collection and analysis, and more.

In accepting sponsored project funding, University faculty and staff who conduct sponsored projects have an important fiduciary responsibility to manage and administer such projects carefully while adhering to University policy, federal, state, and local laws, grantor award terms, and applicable regulatory, program, and compliance requirements.

The world of grants and sponsored projects is complex. The NDNU *Grant Management and Administration Handbook* has been created to give practical guidance to University faculty and staff in the management and administration of grants and sponsored projects. This Handbook will acquaint new project personnel with the policies and procedures of the University and serve as a reference guide for all employees conducting sponsored projects.

View the [Grant Management and Administration Handbook](#)

Key Personnel

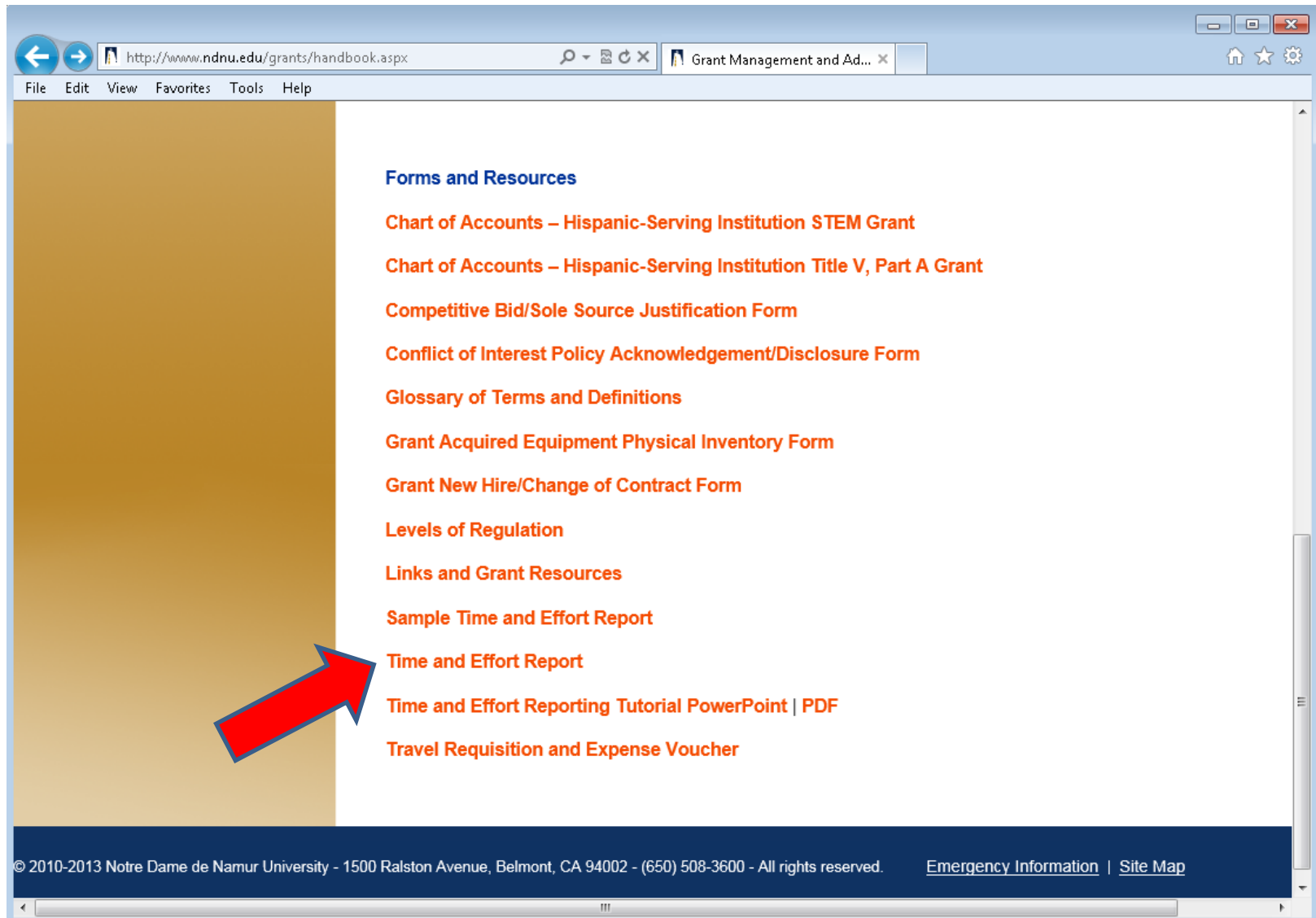
Isabelle Haithcox
Project Director – Developing Hispanic-Serving Institutions (HSI) Program – STEM Grant
Building a Pipeline to STEM Success at Notre Dame de Namur University

Jason Murray
Project Director – Developing Hispanic-Serving Institutions (HSI) Program - Title V, Part A Grant
Improving Student Retention and Academic Success at Notre Dame de Namur University

John Lemmon
Chair – Federal Grants Oversight Committee

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Scroll to the bottom of the page and click on *Time and Effort Report*

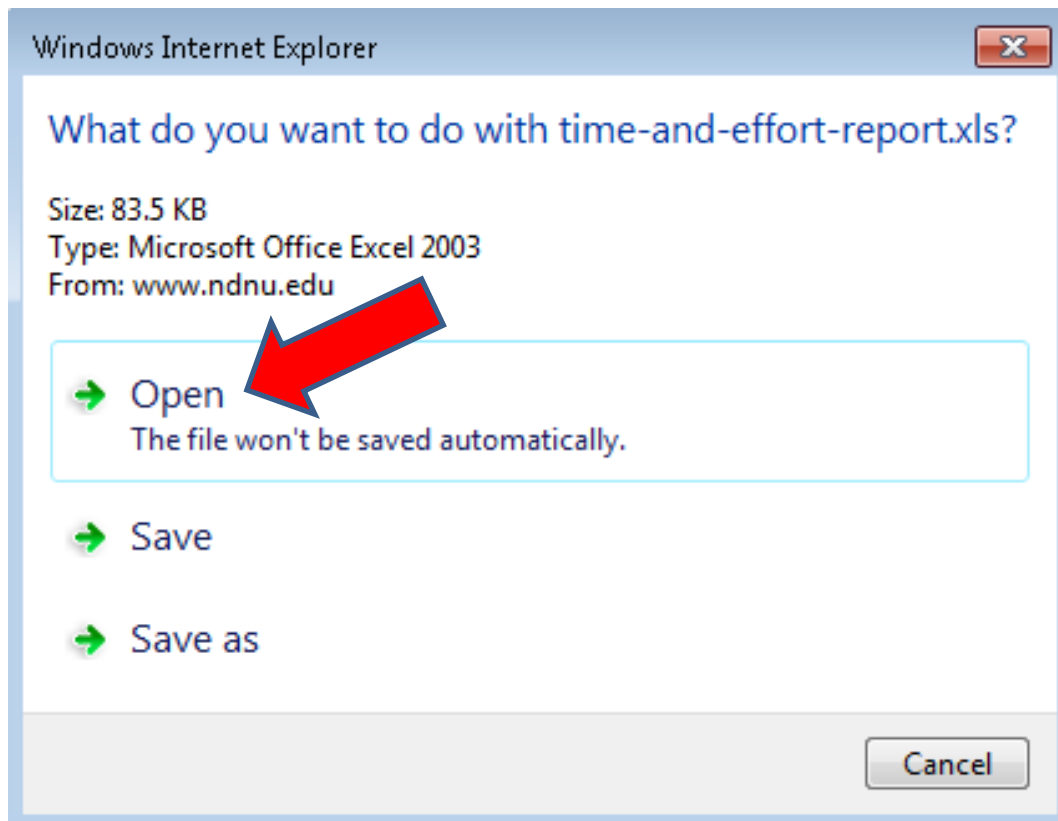


The screenshot shows a web browser window with the address bar displaying <http://www.ndnu.edu/grants/handbook.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area is titled "Forms and Resources" and lists several links in orange text:

- Chart of Accounts – Hispanic-Serving Institution STEM Grant
- Chart of Accounts – Hispanic-Serving Institution Title V, Part A Grant
- Competitive Bid/Sole Source Justification Form
- Conflict of Interest Policy Acknowledgement/Disclosure Form
- Glossary of Terms and Definitions
- Grant Acquired Equipment Physical Inventory Form
- Grant New Hire/Change of Contract Form
- Levels of Regulation
- Links and Grant Resources
- Sample Time and Effort Report
- Time and Effort Report**
- Time and Effort Reporting Tutorial PowerPoint | PDF
- Travel Requisition and Expense Voucher

A large red arrow with a blue outline points to the "Time and Effort Report" link. The footer of the page contains the following text: © 2010-2013 Notre Dame de Namur University - 1500 Ralston Avenue, Belmont, CA 94002 - (650) 508-3600 - All rights reserved. [Emergency Information](#) | [Site Map](#)

Open the Excel form



This is NDNU's Time & Effort Report



STAFF FACULTY STUDENT

TIME AND EFFORT REPORT

SECTION A. EMPLOYEE INFORMATION

Employee Name: _____ Position/Title: _____
 Reporting Mo/Yr: _____ Department: _____

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

FUNDING SOURCE ACCT #

% of EFFORT

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

Total Distribution:

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

FUNDING SOURCE ACCT #

% of EFFORT

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Total Distribution:

Total Efforts (must equal 100%)

Number of vacation hours taken during reporting period: _____

SECTION C. SIGNATURES

*Employee: _____ Date: _____


*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: _____ Date: _____

(Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Preparing Your Time & Effort Report

 **NOTRE DAME**
DE NUNAVUT UNIVERSITY

STAFF FACULTY STUDENT

TIME AND EFFORT REPORT

SECTION A. EMPLOYEE INFORMATION

Employee Name: _____ Position/Title: _____
Reporting Mo/ Yr: _____ Department: _____

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
Total Distribution:		0%

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
Total Distribution:		0%
Total Efforts (must equal 100%)		0%

Number of vacation hours taken during reporting period: _____

SECTION C. SIGNATURES

*Employee: _____ Date: _____

*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: _____ Date: _____
(Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Electronically fill out *Sections A & B* as indicated in the following slides.

Electronically fill out *Section A*
as shown in the example below.

SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe

Position/Title: Grant Coordinator

Reporting Mo/Yr: September 2012

Department: Finance and Administration

Electronically fill out *Section B* as shown in the following slides.

SECTION B. TIME & EFFORT REPORTING		
Record the actual percentage of your total effort expended to each obligation listed.		
<u>SPONSORED PROJECT EFFORT DETAIL</u>	FUNDING SOURCE ACCT #	% of EFFORT
(Identify the sponsored project(s) and include a brief detail of obligations performed.)		
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
Total Distribution:		0%
<u>NON-SPONSORED EFFORT SUMMARY</u>	FUNDING SOURCE ACCT #	% of EFFORT
(Provide a summary of University obligations not sponsored by a grant/sponsored project.)		
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
Total Distribution:		0%
Total Efforts (must equal 100%)		0%
Number of vacation hours taken during reporting period: _____		

Indicate the grant/sponsored project(s) you are working on and include a brief detail of the activities you have committed effort to.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) HSI STEM Grant - Prepared Allocations of Salary and Benefits	XXX-XX-XXXXX-XXXXX	15%
2) HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook	XXX-XX-XXXXX-XXXXX	25%
3) HSI STEM Grant - Prepared Time and Effort Reporting PowerPoint	XXX-XX-XXXXX-XXXXX	5%
4) HSI STEM Grant - Updated Internal Control Narrative Document	XXX-XX-XXXXX-XXXXX	15%
5) HSI STEM Grant - Attended Grant-Related Meetings	XXX-XX-XXXXX-XXXXX	3%
6) HSI STEM Grant - Researched Best Practices for Procurement	XXX-XX-XXXXX-XXXXX	7%

Total Distribution: 70%

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) Non-sponsored duties as Grant Coordinator	XXX-XX-XXXXX-XXXXX	30%
2)		
3)		

Total Distribution: 30%

Total Efforts (must equal 100%) 100%

Number of vacation hours taken during reporting period: 16.00

Indicate the 15-digit account number(s) to be charged for your work performed. Ensure that the account numbers you provide are complete and accurate.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

<u>SPONSORED PROJECT EFFORT DETAIL</u> (Identify the sponsored project(s) and include a brief detail of obligations performed.)	FUNDING SOURCE ACCT #	% of EFFORT
1) HSI STEM Grant - Prepared Allocations of Salary and Benefits	XXX-XX-XXXXX-XXXXX	15%
2) HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook	XXX-XX-XXXXX-XXXXX	25%
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5) HSI STEM Grant - Attended Grant-Related Meetings	XXX-XX-XXXXX-XXXXX	3%
6) HSI STEM Grant - Researched Best Practices for Procurement	XXX-XX-XXXXX-XXXXX	7%
Total Distribution:		70%


<u>NON-SPONSORED EFFORT SUMMARY</u> (Provide a summary of University obligations not sponsored by a grant/sponsored project.)	FUNDING SOURCE ACCT #	% of EFFORT
1) Non-sponsored duties as Grant Coordinator	XXX-XX-XXXXX-XXXXX	30%
2)		
3)		
Total Distribution:		30%
Total Efforts (must equal 100%)		100%

Number of vacation hours taken during reporting period: 16.00



Indicate the percentage of your total effort committed to each sponsored activity.

SECTION B. TIME & EFFORT REPORTING		
Record the actual percentage of your total effort expended to each obligation listed.		
<u>SPONSORED PROJECT EFFORT DETAIL</u>	FUNDING SOURCE ACCT #	% of EFFORT
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Total Distribution:		70%
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Total Distribution:		30%
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Provide a summary of University obligations not sponsored by a grant/sponsored project.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

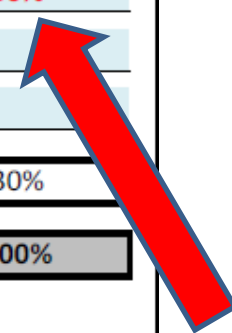
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2)		
3)		
Total Distribution:		30%
Total Efforts (must equal 100%)		100%
Number of vacation hours taken during reporting period:	16.00	

Indicate the non-sponsored 15-digit account number(s) to be charged for your work performed.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

<u>SPONSORED PROJECT EFFORT DETAIL</u> (Identify the sponsored project(s) and include a brief detail of obligations performed.)	FUNDING SOURCE ACCT #	% of EFFORT
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1) Non-sponsored duties as Grant Coordinator	XXX-XX-XXXXX-XXXXX	30%
2)		
3)		
Total Distribution:		30%
Total Efforts (must equal 100%)		100%
Number of vacation hours taken during reporting period:	16.00	



Indicate the percentage of your total effort committed to each non-sponsored activity.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

<u>SPONSORED PROJECT EFFORT DETAIL</u> (Identify the sponsored project(s) and include a brief detail of obligations performed.)	FUNDING SOURCE ACCT #	% of EFFORT
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1) Non-sponsored duties as Grant Coordinator	XXX-XX-XXXXX-XXXXX	30%
2)		
3)		
Total Distribution:		30%
Total Efforts (must equal 100%)		100%
Number of vacation hours taken during reporting period:	16.00	

Indicate the number of vacation *hours* you have taken during the reporting period.

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

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6) HSI STEM Grant - Researched Best Practices for Procurement	XXX-XX-XXXXX-XXXXX	7%
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(Provide a summary of University obligations not sponsored by a grant/sponsored project.)		
1) Non-sponsored duties as Grant Coordinator	XXX-XX-XXXXX-XXXXX	30%
2)		
3)		
	Total Distribution:	30%
	Total Efforts (must equal 100%)	100%
Number of vacation hours taken during reporting period:	16.00	

These cells will populate automatically. Double check that your total efforts equal 100%.

SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe Position/Title: Grant Coordinator
 Reporting Mo/Yr: September 2012 Department: Finance and Administration

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>HSI STEM Grant - Prepared Allocations of Salary and Benefits</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
2) <u>HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>25%</u>
3) <u>HSI STEM Grant - Prepared Time and Effort Reporting PowerPoint</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>5%</u>
4) <u>HSI STEM Grant - Updated Internal Control Narrative Document</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
5) <u>HSI STEM Grant - Attended Grant-Related Meetings</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>3%</u>
6) <u>HSI STEM Grant - Researched Best Practices for Procurement</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>7%</u>

Total Distribution: 70%

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>Non-sponsored duties as Grant Coordinator</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>30%</u>
2) _____	_____	_____
3) _____	_____	_____

Total Distribution: 30%

Total Efforts (must equal 100%) 100%

Number of vacation hours taken during reporting period: 16.00

SECTION C. SIGNATURES

*Employee: _____ Date: _____

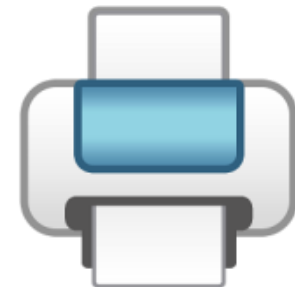
*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: _____ Date: _____

(Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Once you are satisfied that your report is complete and accurate, print out your report.



SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe Position/Title: Grant Coordinator
 Reporting Mo/Yr: September 2012 Department: Finance and Administration

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>HSI STEM Grant - Prepared Allocations of Salary and Benefits</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
2) <u>HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>25%</u>
3) <u>HSI STEM Grant - Prepared Time and Effort Reporting PowerPoint</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>5%</u>
4) <u>HSI STEM Grant - Updated Internal Control Narrative Document</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
5) <u>HSI STEM Grant - Attended Grant-Related Meetings</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>3%</u>
6) <u>HSI STEM Grant - Researched Best Practices for Procurement</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>7%</u>

Total Distribution:

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>Non-sponsored duties as Grant Coordinator</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>30%</u>
2) _____	_____	_____
3) _____	_____	_____

Total Distribution:

Total Efforts (must equal 100%)

Number of vacation hours taken during reporting period:

SECTION C. SIGNATURES

*Employee: _____ Date: _____

*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: _____ Date: _____

(Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Once printed, indicate whether you are staff, faculty, or student by checking the appropriate box.

SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe Position/Title: Grant Coordinator
 Reporting Mo/Yr: September 2012 Department: Finance and Administration

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

FUNDING SOURCE ACCT # % of EFFORT

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>HSI STEM Grant - Prepared Allocations of Salary and Benefits</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
2) <u>HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>25%</u>
3) <u>HSI STEM Grant - Prepared Time and Effort Reporting PowerPoint</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>5%</u>
4) <u>HSI STEM Grant - Updated Internal Control Narrative Document</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
5) <u>HSI STEM Grant - Attended Grant-Related Meetings</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>3%</u>
6) <u>HSI STEM Grant - Researched Best Practices for Procurement</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>7%</u>

Total Distribution: 70%

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

FUNDING SOURCE ACCT # % of EFFORT

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>Non-sponsored duties as Grant Coordinator</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>30%</u>
2) _____	_____	_____
3) _____	_____	_____

Total Distribution: 30%

Total Efforts (must equal 100%) 100%

Number of vacation hours taken during reporting period: 16.00

SECTION C. SIGNATURES

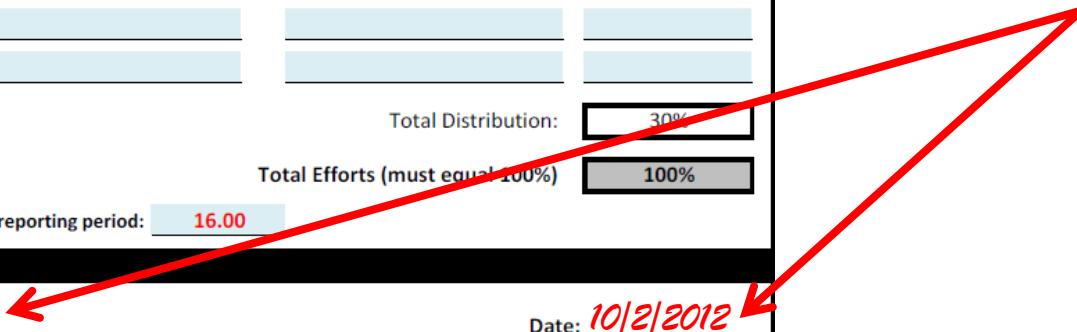
*Employee: John Doe Date: 10/21/2012

*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: _____ Date: _____
 (Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Sign and date your report, certifying that all information provided is accurate and represents a reasonable estimate of your work performed. No electronic signatures will be accepted.



SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe Position/Title: Grant Coordinator
 Reporting Mo/Yr: September 2012 Department: Finance and Administration

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

<u>SPONSORED PROJECT EFFORT DETAIL</u>		FUNDING SOURCE ACCT #	% of EFFORT
<small>(Identify the sponsored project(s) and include a brief detail of obligations performed.)</small>			
1)	<u>HSI STEM Grant - Prepared Allocations of Salary and Benefits</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
2)	<u>HSI STEM Grant - Worked on Grant Mgmt & Admin Handbook</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>25%</u>
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4)	<u>HSI STEM Grant - Updated Internal Control Narrative Document</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
5)	<u>HSI STEM Grant - Attended Grant-Related Meetings</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>3%</u>
6)	<u>HSI STEM Grant - Researched Best Practices for Procurement</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>7%</u>
Total Distribution:			<u>70%</u>
<u>NON-SPONSORED EFFORT SUMMARY</u>		FUNDING SOURCE ACCT #	% of EFFORT
<small>(Provide a summary of University obligations not sponsored by a grant/sponsored project.)</small>			
1)	<u>Non-sponsored duties as Grant Coordinator</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>30%</u>
2)	<u> </u>	<u> </u>	<u> </u>
3)	<u> </u>	<u> </u>	<u> </u>
Total Distribution:			<u>30%</u>
Total Efforts (must equal 100%)			<u>100%</u>
Number of vacation hours taken during reporting period:		<u>16.00</u>	

Submit your report to the appropriate Certifying Official (Project Director, Supervisor, etc.) for his/her approval.

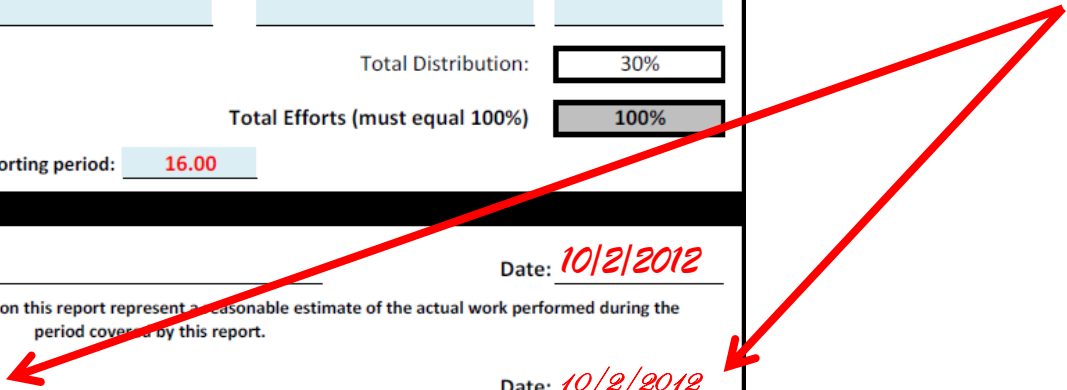
SECTION C. SIGNATURES

*Employee: John Doe Date: 10/2/2012

*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: Jane Doe Date: 10/2/2012
(Project Director/Supervisor/Dean)

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.





STAFF

FACULTY

STUDENT

SECTION A. EMPLOYEE INFORMATION

Employee Name: John Doe

Position/Title: Grant Coordinator

Reporting Mo/Yr: September 2012

Department: Finance and Administration

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>HSI STEM Grant - Prepared Allocations of Salary and Benefits</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
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3) <u>HSI STEM Grant - Prepared Time and Effort Reporting PowerPoint</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>5%</u>
4) <u>HSI STEM Grant - Updated Internal Control Narrative Document</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>15%</u>
5) <u>HSI STEM Grant - Attended Grant-Related Meetings</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>3%</u>
6) <u>HSI STEM Grant - Researched Best Practices for Procurement</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>7%</u>

Total Distribution: 70%

NON-SPONSORED EFFORT SUMMARY

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

	FUNDING SOURCE ACCT #	% of EFFORT
1) <u>Non-sponsored duties as Grant Coordinator</u>	<u>XXX-XX-XXXXX-XXXXX</u>	<u>30%</u>
2) _____	_____	_____
3) _____	_____	_____

Total Distribution: 30%

Total Efforts (must equal 100%) 100%

Number of vacation hours taken during reporting period: 16.00

SECTION C. SIGNATURES

*Employee: John Doe

Date: 10/2/2012

*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

**Certifying Official: Jane Doe
(Project Director/Supervisor/Dean)

Date: 10/2/2012

**I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.

Make a copy of the completed and certified Time & Effort Report to keep for your records.



Very Important:

Time & Effort Reports are due to your Project Director within five business days following the last regularly scheduled work day of the month being reported.

Make sure that your Time & Effort Reports are submitted on time. Late submissions cause problematic delays in other aspects of grant management and administration.

For More Information

Effort reporting is required by the Federal Government under the provisions of Section J.10, *Compensation for Personal Services* of the Office of Management and Budget (OMB) Circular A-21, *Cost Principles for Educational Institutions*, which can be viewed at:

www.whitehouse.gov/omb/circulars

For additional information, please contact:

Justin Babin, Financial Analyst

650-508-3571

jbabin@ndnu.edu

-or-

Shahan Shahvekilian, Director of Planning & Budgeting

650-508-3573

sshahvekilian@ndnu.edu