

# SAMPLE ONLY



## TIME AND EFFORT 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.)

	<u>FUNDING SOURCE ACCT #</u>	<u>% of EFFORT</u>
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 &amp; 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.)

	<u>FUNDING SOURCE ACCT #</u>	<u>% of EFFORT</u>
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: 10/4/2012

\*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: 10/4/12

(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.