



## Time and Effort Reporting Form

In order to comply with the college and government's requirements for "time and effort reporting," this form must be completed monthly by each salaried faculty member or professional staff employee working on a federal- or state-sponsored project.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Semester/Month reported:      Fall 20 \_\_\_\_\_      Spring 20 \_\_\_\_\_      Summer 20 \_\_\_\_\_  
 J \_\_\_\_\_ F \_\_\_\_\_ M \_\_\_\_\_ A \_\_\_\_\_ M \_\_\_\_\_ J \_\_\_\_\_ J \_\_\_\_\_ A \_\_\_\_\_ S \_\_\_\_\_ O \_\_\_\_\_ N \_\_\_\_\_ D \_\_\_\_\_

Provide a breakdown of your grant-related responsibilities/activities for this month. The total, including externally funded activities must equal 100%. **If your pay assignment changes during the month, please complete a SEPARATE form with date range listed (use separate form for EACH date range).**

Teaching and teaching-related activities	_____	%	
Scholarly & creative activities -- not externally funded	_____	%	
Administrative activities	_____	%	
Service activities	_____	%	
Externally funded activities*	_____	%	}
	_____	%	
	_____	%	
<b>TOTAL</b>	_____	%	(should = 100%)

\*For the reporting period, indicate the breakdown (% time) spent on each funded project accomplishing the following tasks

### Cost Center / Responsibilities

	Award:			
a) Planning research	_____	%	_____	%
b) Data collection (field, laboratory or library research)	_____	%	_____	%
c) Data analysis	_____	%	_____	%
d) Manuscript preparation	_____	%	_____	%
e) Professional meetings/presentations	_____	%	_____	%
f) Other (specify)	_____	%	_____	%
g) TOTAL	_____	%	_____	%
Total externally funded activities	_____	%	(sum of sub-totals above)	

You **must** report the total percentage of time spent on each funded project. (Line G)  
 You are **strongly advised** to also report the percentage of time spent on the individual tasks (Lines A-F). Remember that work performed under a grant or contract may be subject to audit, and it is therefore essential that you retain accurate records and documentation of the work you have done (e.g., laboratory or field note books, data file, manuscripts, etc.) **for at least 3 years** after the end of the project (or longer if required by the agency).

Please send the completed form to the **Fiscal Services Department**. If you have any questions, please call the Grants Technician at 760-776-7395.

I certify that the information provided above is correct.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirming Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** If the employee named above is also the Project Director, then please ask the Dean or another higher authority to sign as the person confirming the employee's time spent on the project. The Project Director may sign as the confirming signature for all other salaried employees working on the project.

## Time and Effort Reporting Form

In order to comply with the college and government's requirements for "time and effort reporting," this form must be completed monthly by each salaried faculty member or professional staff employee working on a federal- or state-sponsored project.

Name: Jane Doe Department: ABE  
 Semester/Month reported: Fall 20 09 Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_  
 J \_\_\_\_\_ F \_\_\_\_\_ M \_\_\_\_\_ A \_\_\_\_\_ M \_\_\_\_\_ J \_\_\_\_\_ J \_\_\_\_\_ A \_\_\_\_\_ S \_\_\_\_\_ O X N \_\_\_\_\_ D \_\_\_\_\_

Provide a breakdown of your responsibilities for this month. The total, including externally funded activities must equal 100%. **If your pay assignment changes during the month, please complete a SEPARATE form with date range listed (use separate form for EACH date range).**

Teaching and teaching-related activities	<u>25</u>	%	
Scholarly & creative activities -- not externally funded	<u>20</u>	%	
Administrative activities	<u>10</u>	%	
Service activities	<u>5</u>	%	
Externally funded activities*	<u>612001</u>	<u>15</u>	%
	<u>61000</u>	<u>25</u>	%
			%
		}	<u>40</u> %
TOTAL	<u>100</u>	% (should = 100%)	

\*For the reporting period, indicate the breakdown (% time) spent on each funded project accomplishing the following tasks

	<u>Cost Center / Responsibilities</u>			
	Award: <u>612001</u>	<u>61000</u>	_____	_____
a) Planning research	<u>8</u>	%	<u>10</u>	%
b) Data collection (field, laboratory or library research)	<u>5</u>	%	<u>15</u>	%
c) Data analysis		%		%
d) Manuscript preparation		%		%
e) Professional meetings/presentations	<u>2</u>	%		%
f) Other (specify)		%		%
g) TOTAL	<u>15</u>	%	<u>25</u>	%
Total externally funded activities	<u>40</u>	%(sum of sub-totals above)		

You **must** report the total percentage of time spent on each funded project. (Line G)

You are **strongly advised** to also report the percentage of time spent on the individual tasks (Lines A-F). Remember that work performed under a grant or contract may be subject to audit, and it is therefore essential that you retain accurate records and documentation of the work you have done (e.g., laboratory or field note books, data file, manuscripts, etc.) **for at least 3 years** after the end of the project (or longer if required by the agency).

Please send the completed form to the **Fiscal Services Department**. If you have any questions, please call the Grants Technician at 760-776-7395.

I certify that the information provided above is correct.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Confirming Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** If the employee named above is also the Project Director, then please ask the Department Chair or another higher authority to sign as the person confirming the employee's time spent on the project. The Project Director may sign as the confirming signature for all other salaried employees working on the project.

**FOR GRANT ACCOUNTING USE ONLY:**

**REVIEWED** \_\_\_\_\_