

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:	/N. f · · · ·	. 1		E 11.00		С.	20	Depar	rtment:		
Semest	er/Month F	reported: M	А	Fall 20	— _,	Spring	2U	Depar Sum S	mer 20 O	N	D
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ertify that the i	nformatio	n provided	above	e is correct.							<u> </u>
,		•							Date_		
									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.

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employees working on the project.

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Semeste	Jane Doe	E 11 00 00	Spring 20	D	Department:		
I	er/Month reported:	Fall 20 <u>09</u> A J	Spring 20	_	Summer 20		D
	nent changes durin	ibilities for this month. The to g the month, please complete					
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	holarly & creative administrative activiti	ctivities not externally fund es	led	20 10			
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Ex	ternally funded activ	vities* 612001	15 %)				
		61000	25 %	40	%		
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For the reportin	g period, indicate th	e breakdown (% time) spent o					/
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*		boratory or library research)			% <u>15</u>	<u></u> %	
ŕ	a analysis				% 	<u>%</u>	
a) Mar	nuscript preparation	regentations			% 	<u>%</u>	
-\ D . (fessional meetings/p	resentations				<u>%</u>	
	(.c.			,		0/0	
f) Other	er (specify)				%		
		T 4 1 -4 11-6 1 1		15	% 25	%	%
f) Other		Total externally funded a		15	% 25		%
f) Other g) TOT ou <u>must</u> report the ou are <u>strongly are</u> ant or contract mage, laboratory or the ease send the co	e total percentage of tidvised to also report the ay be subject to audit, affield note books, data	Total externally funded as me spent on each funded project, ne percentage of time spent on the and it is therefore essential that y file, manuscripts, etc.) for at least the Fiscal Services Department	. (Line G) the individual task you retain accurate st 3 years after the	40 cas (Lines A te records the end of	% 25 %(sum of so A-F). Remer and docume the project (compared to the pr	% ub-totals about that worn that worn that on of the or longer if re	ove) "k performed und work you have quired by the ag
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