

Colorado State University – Pueblo

Monthly Time and Effort Report for Contract and Grant Activity

Instructions:

This report must be prepared each month for every employee devoting all or any part of his/her effort on behalf of a contract or grant. This report should also be used for cost sharing work performed for the project. Show percent of time worked for the project.

Submit to the finance office on a monthly basis.

Month: _____ Year _____ Employee Name _____

Project	Percent of Time
Name of Project _____	_____
Account Number _____	_____
Name of Project _____	_____
Account Number _____	_____
Other University Related Duties:	

_____	_____
TOTAL	_____

I certify the percentage of time reported above is true and accurate.

Signature of Employee

Date

Approved:

Signature of Project Director or Immediate Supervisor

Date