

## Time and Effort Report

<b>Name:</b>
<b>Position Title:</b>
<b>Department:</b>
<b>Academic Period:</b>

**NOTE:** Reports are due once a month. If the external grant is paying for the PI's time, please send the completed report to Val Pfingston, Grants Accountant. If the external grant is asking for a match, please send the completed report to the Office of Research and Sponsored Programs.

**Directions:** Please indicate below the areas in which work was performed this academic period by listing the percentage of time spent on each.

	Fund Name	Fund #	Effort	Start Date*	End Date*
Funder's Name:	_____	_____	_____ %		
Other:	_____	_____	_____ %	_____	_____
Other:	_____	_____	_____ %	_____	_____
Other:	_____	_____	_____ %	_____	_____
<b>Total (must be 100%):</b>			_____ %		

\* Of grant work for this period. The dates of grant work will correspond to the dates of the academic period unless the activity was restricted to a set time period during the academic period.

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To the best of my knowledge, the above is a true statement of the percentage of effort given to each category.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chair or Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_