

## Time & Effort Report Form

Directions: As required by 2 CFR 200.430, this time & effort report must be completed by each faculty and staff member who has devoted time & effort to externally funded sponsored research. Please complete this form for Academic Periods Spring (January 1, XXXX – May 31, XXXX), Summer (June 1, XXXX – August 31, XXXX), and Fall (September 1, XXXX – December 31, XXXX). The forms are due by the 10<sup>th</sup> of the following Academic Period month. Certify the effort by signing below the certification statement.

Name:
Department:
Academic Period:

Activities during this reporting period: (must equal 100%)

Sponsored Projects:

	Planned	Actual

Cost Sharing:

	Planned	Actual

Other Activities: (includes instruction)

	Planned	Actual

<b>TOTAL</b>	<b>100%</b>	<b>100%</b>
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**CERTIFICATION BY EMPLOYEE:** I certify that, to the best of my knowledge, the above distribution of effort represents a reasonable estimate of all work performed by me during the period covered by this report.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Program Director, PI, Dean or VP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date