Government-sponsored grants, contracts and subcontracts require routine time and effort reporting. Each faculty member or professional staff employee working on a government-sponsored project must complete this Time and Effort Reporting Form each fiscal year.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fiscal Year Reporting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual effort for the fiscal year must be completed at the end of each fiscal year. The total effort must total 100%.

**Elizabethtown Funded**

Academic Activities (teaching and teaching-related activities, administration, committee, service and other scholarly activities)

Instruction \_\_\_\_\_\_\_\_\_\_%

Service \_\_\_\_\_\_\_\_\_\_%

**Sponsor Funded**

Externally funded activities (percentages should reflect total effort expended, whether paid by the grant or time contributed to the project as a cost-share match)

Grant/Contract Title (1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_%

Grant/Contract Title (2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_%

TOTAL ALL ACTIVITES \_\_\_\_\_\_ 100%

I certify that the information provided above is accurate and correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

I certify that, to the best of my knowledge the information provided above is accurate and correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator/Project Director (1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator/Project Director (2)