

Effort Report Form

In order to document the time and effort that faculty and staff devote to externally funded grants and contracts, this form must be completed at the end of each quarter by each faculty or staff member working on an externally sponsored project.

Quarter (check one)

I: July 1 – Sept 30 II: Oct 1 – Dec 31 III: Jan 1 – Mar 31 IV: Apr 1 – June 30

Faculty/Staff Name: _____

Title: _____

G#: _____

Please provide a breakdown of your activities during this reporting period. The total must equal 100%.

Sponsored Projects (by project budget code)

1. _____	_____ %
2. _____	_____ %
3. _____	_____ %
4. _____	_____ %
5. _____	_____ %

Cost Sharing (by project budget code)

1. _____	_____ %
2. _____	_____ %
3. _____	_____ %
4. _____	_____ %
5. _____	_____ %

All Other Activities (includes instruction) _____ %

TOTAL _____ %

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