

QUARTERLY TIME AND EFFORT REPORT**SECTION A. EMPLOYEE INFORMATION**

Employee Name: _____

Position/Title: _____

Reporting From: _____ To: _____

School/Dept: _____

SECTION B. TIME & EFFORT REPORTING

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT

(Identify the Title of the Sponsored Project(s))

FUNDING SOURCE

GL Dept Code - Object Code

% of EFFORT

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Total Sponsored Distribution:

NON-SPONSORED EFFORT SUMMARY(Identify University obligations not sponsored by a grant/sponsored project including Instructional /University Support Activity.)

- 1) _____
- 2) _____
- 3) _____

Total Non-Sponsored Distribution:

Number of vacation hours taken during reporting period: _____

Total Efforts:

SECTION C. SIGNATURES

*Employee:

Date: _____

I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.***Certifying Official:**PI or PD/Supervisor if
Employee is PI or PD

Date: _____

I certify that the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable reflection of effort, are accurate, allowable, and properly allocated of the actual work performed during the period covered by this report.OSRP:**

For Grant Funded Programs

Date: _____