OFFICE OF SPONSORED RESEARCH

Time and Effort Report

Name:					
Position Title:					
Department:					
Academic Period:					
NOTE: Reports are due by June 15 for the Spring Semester; by September 15 for the Summer Semester; and by January 15 for the Fall Semester.					
Directions: Please indicate below the areas in which work was performed this academic period by listing the percentage of time spent on each. If work effort is used as cost-share, list "in-kind" under the Fund #.					
	Fund/Grant Name	Fund #	Effort	Start Date*	End Date*
Base Salary:			%		
Other:			%		
Other:			%		
Other:			%		
Total (must be 100%):			%		
* 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.					
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 o	f Chair or upervisor:		[Date:	