

## Time and Effort Report

<b>Name:</b>	Jane Smith
<b>Position Title:</b>	Assistant Professor
<b>Department:</b>	The Graduate School
<b>Academic Period:</b>	Spring 2003

**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*
<b>Base Salary:</b>	Graduate School	599555	75 %		
<b>Other:</b>	Fenn NSF	In-kind	25 %	4/14/03	4/25/03
<b>Other:</b>	_____	_____	_____ %	_____	_____
<b>Other:</b>	_____	_____	_____ %	_____	_____
<b>Total (must be 100%):</b>			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 of Chair or Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_