

Millersville University
Time and Effort Report

To comply with the university and the government’s requirements for time and effort reporting this form must be completed by the end of each month by the faculty or staff member or working on the sponsored project.

Name_____

Department_____

Month Reporting:	Jan	Feb	March	April
Year_____	May	June	July	August
	September	October	November	December

University Obligations	Actual	Committed
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Teaching and Administrative	_____	_____
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Sponsored Projects	Actual	Committed
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Project 1 Title_____	_____	_____
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Project 2 Title_____	_____	_____
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Project 3 Title_____	_____	_____
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Project 4 Title_____	_____	_____
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<u>Total</u>	_____	_____
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%100

I confirm that I have reasonable means of verifying the activities performed by the employees identified above and that the distribution of effort represents a reasonable estimate of the actual work performed by the employee during the period covered by this report.

PI or Responsible Official Signature_____ Date_____

Certifying Official_____ Date_____

Directions for completing the form:

- Fill in name , department and the month and year of the reporting period (previous month)
- Record the total percentage of your effort expended on University Obligations such as teaching, administration, committee assignments, service and other scholarly activities.
- Identify each Sponsored Project to which you are committed. Record the actual percentage of you total effort that was expended on each sponsored project. Your total actual effort, combining the Sponsored projects and University obligations must total 100 percent. Then, record the percentage of total effort that you committed to in the grant application. The amount of effort you committed to and the amount of effort you expended should be very similar.
- Sign the form and have the Principal Investigator (PI) sign. If you are the PI, have your Department Chair sign the form. Turn in the completed form to the Office of Foundation and Government Support no later than the 10th day of the month directly following the reporting period.