

Time and Effort Report

Millersville University of Pennsylvania

To comply with University and Federal requirements for time and effort reporting, this form must be completed at the end of each month by all faculty member or staff employee working on a sponsored project.

Name: _____ Department: _____

Reporting Period ____ / ____ / ____ to ____ / ____ / ____

University Obligations:	Committed	Actual
Instruction/Teaching	_____	_____
Administration (committee responsibilities, etc.)	_____	_____
Sponsored Project Obligations* (Externally Funded)		
Project Title _____	_____	_____
Project Title _____	_____	_____
Project Title _____	_____	_____
Project Title _____	_____	_____
TOTAL	<u>100%</u>	<u>100%</u>

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

Employee Signature _____ Date _____

PI or Dean/Supervisor Signature _____ Date _____

Certifying Official _____ Date _____

Directions for Completing this Form

1. Fill in name, department, and the month and year of the reporting period.
2. Record the percentage of the total time committed and expended on University obligations (Instruction/Teaching and Administration) and on each sponsored project to which you are committed. Your total actual effort and your total effort committed must total 100 percent.
3. Record the amount of time committed to the project as listed in the grant application
4. Sign the form and have the PI sign. If you are the PI, have your dean or supervisor sign the form.
5. Return the form to the Rene Munoz, Office of Sponsored Programs at least 2 weeks before the pay period for which compensation is desired.