**Valparaiso University**

Time and Effort Reporting Form for Grants

Instructions

Federal regulations (The Office of Management and Budget 2 CFR Subpart E, Part 200.430) mandates that university employees whose salaries and wages, both as direct costs or in-kind matches, are charged to a federally sponsored grant must maintain records of their effort and time. These records will be maintained by Valparaiso University to comply with federal regulations and to provide documentation in the event of a federal audit.

Calculating Time and Effort

Please complete this form for each semester you are working on a sponsored grant with a portion of your salary/wages charged to it (**as direct cost or as a match**) and return it to Steve Timm (Kretzmann Hall - Room 149). If a grant period does not cover an entire semester, be sure to calculate percentages appropriately. For example, if you are working on a grant 20% of your time for September and October, and not working on it at all during the rest of the semester, then the effort percentage to be reported for Fall Semester would be 10%.

Due Dates

Return the completed and approved forms to Steve Timm by the following dates: January 15th (for Fall Semester reports), May 31st (for Spring Semester reports), and September 15th (for Summer reports).

Signatures

The grant’s Principal Investigator (PI) must confirm the effort of others contributing to the project. If the PI completes this form for themselves, then his/her Dean or Supervisor needs to sign.

Use the Notes section at the bottom of the form to explain any relevant information that you feel is necessary to certify the times reported. If you have further questions, please contact Steve Timm by e-mail (steve.timm@valpo.edu) or phone (x5635).

**Valparaiso University**

Time and Effort Reporting Form

Name:

Department, Program or Office:

Year Reporting:

Period Reporting: [ ] Fall Semester [ ] Spring Semester [ ] Summer

For Summer Semester Only – Total # of Months Worked:

Role(s) for grant(s):

[ ]  PI

[ ]  Contributor

[ ]  Multiple roles on different grants (please explain roles in Notes box.)

Please provide a percentage breakdown on your professional activities within the below categories. The total percentage must equal 100%. Base your percentages on your actual hours worked, and not on a forty-hour work week. Although only employees working on federal grants need to complete the form, please record information for all sponsored projects as your time and effort may be charged to those grants as well.

**Activity Effort (%)**

Non-sponsored activities (including teaching, advising, administrative

work, and non-sponsored research, scholarship and creative works.) **%**

Internally Sponsored Projects      **%**

External Agency’s Name       (Grant Account #) **%**

External Agency’s Name       (Grant Account #) **%**

External Agency’s Name       (Grant Account #) **%**

**Total Effort (must equal 100%)** **%**

To the best of my understanding, I certify that the information provided is correct.

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Employee Signature Date

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Confirmation Signature Date

Notes: