**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 at the end of each semester when some of your work hours were spent on an external grant that was either charged directly to it or is considered part of a cost share/match and return it to Steve Timm (Kretzmann Hall - Room 147). As an example, if you worked 500 hours during a semester and you spent 300 hours teaching, 150 hours on grant 26-0199100 and 50 hours on grant 25-0299250 you would report 60% on teaching, 30% on grant 26-0199100, and 10% on grant 25-0299250. Your percentages need to add up to 100%.

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 his/her project by signing the Confirmation Signature line. If the PI completes the form for themselves (signing the Employee Signature line), then his/her Department Chair or Dean would sign the Confirmation Signature line.

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.

**Activity Effort (%)**

Non-sponsored activities (including teaching, advising, administrative

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

Internally Sponsored Projects      **%**

Grant Funder’s Name       (Grant Account #) **%**

Grant Funder’s Name       (Grant Account #) **%**

Grant Funder’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: