

Valparaiso University
Time and Effort Reporting Form

Name: **John Doe**

Department, Program or Office: **Chemistry**

Year Reporting: **2023**

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.

<u>Activity</u>	<u>Effort (%)</u>
Non-sponsored activities (including teaching, advising, administrative work, and non-sponsored research, scholarship and creative works.)	60%
Internally Sponsored Projects	%
Grant Funder's Name NSF (Grant Account #26-0199100)	30%
Grant Funder's Name Lilly (Grant Account #25-0299250)	10%
Grant Funder's Name (Grant Account #)	%
Total Effort (must equal 100%)	100%

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

John Doe
Employee Signature

11/9/2024
Date

Grant PI
Confirmation Signature

11/8/2024
Date

Notes: