

Time and Effort Reporting Form



In order to comply with federal law, a Time and Effort Report must be completed within 30 days of the reporting period (summer, fall semester, and spring semester) by each faculty and salaried professional staff member working on externally funded projects. A Monthly Time and Effort Worksheet is available to assist in tracking time and effort during each reporting period.

Name: _____

Department/s: _____

Reporting Period: ☐ Summer (6/1-8/31) 2015 ☐ Fall (9/1-12/31) 2015 ☐ Spring (1/1-5/31) 2016

Please provide a breakdown of your responsibilities for the above-noted Reporting Period. Keep in mind:

1. Please complete your "non-sponsored activities" for the reporting period (e.g., teaching, administrative activities, department meetings, committee work, etc.).
2. Please complete your "internally and externally funded activities" for the reporting period and insert the number of hours under each funded activity in the second table.
3. Please complete the "other" section for the reporting period if applicable.
4. The total effort reported per reporting period must equal 100%.
5. Sign and date the form.

DUE DATE: June 15, 2016

Check here if this is a correction to a previously submitted form.

All Activities	Hours/Term	Percent Effort
Non-sponsored Activities (teaching; scholarly/creative; administrative; service activities, etc.)		
Internally and Externally Funded Activities (grants and contracts)		
Other (family leave, jury duty, etc.)		
TOTAL HOURS/EFFORT		

Externally and Internally Funded Activities (Grants and Contracts)

Account #	Grant Description	Hours/Term	Percent Effort
TOTAL*			

*Please list additional account numbers on a separate sheet.

I certify that the percentages allocated to each activity represent a reasonable estimate of the work performed for the period indicated.

Project Director

Date

I certify that this report represents a reasonable estimate of effort.

Department Chair or Associate Provost

Date

If you have any questions, please contact Sarah Bridges at sbridges@gustavus.edu or x7049. Please send completed form to Sarah Bridges in The Office of Government Grants and Sponsored Programs (sbridges@gustavus.edu).

May 2016

What You Need to Know About Time and Effort Reporting

Gustavus Adolphus College

What is Time and Effort reporting?

A form of time reporting required by federal regulation for all individuals working on sponsored projects. Effort reporting certifies that salary sources for a given period align with actual effort distribution.

Why do I need to fill out Time and Effort forms?

As a condition of accepting federal grant awards, we are obligated to certify all principal investigators' (PI) effort on a regular basis.

How often do I need to fill out Time and Effort forms?

One needs to fill out a Time and Effort report at the end of each semester (9/1-12/31 and 1/1-5/31) and at the end of each summer (6/1-8/31). The Office of Government Grants and Sponsored Programs will send forms out to each PI with active federal awards the month following the reporting period.

What will happen if I don't fill out Time and Effort forms accurately?

It doesn't matter if effort is erroneously certified by accident or with intent. It can be viewed as fraud, may lead to an institutional audit, and often results in significant penalties.

How is effort determined? How many hours/week is it based on?

Reported effort is based on 100% of activities for which you are compensated by Gustavus and is expressed in percentages. The PI determines the average number of hours spent on all activities, which may be greater than 40 hours (e.g., 60 hour). PIs then allocate how much time was spent on each area of responsibility (e.g., teaching, scholarly activities, administrative activities, externally or internally funded activities, etc.). The full listing of activities is on the Time and Effort report. Reported effort needs to reasonably reflect that salary sources for a given period align with actual effort distribution.

What is not included in this effort?

Two examples of activities not included in the effort would be

- External professional or consulting activities paid through an agreement outside your Gustavus contract
- Serving on a National Science Foundation Peer Review Panel, or other grantor project review panel

How do I figure out the breakdown of my efforts?

There are a variety of tools that can be used to do so including calendars; journals, logs, and blogs; teaching schedule; leave reports; correspondence; etc. The Office of Government Grants and Sponsored Programs can provide PIs with an excel spreadsheet to assist with this process.

Who certifies my efforts?

It is important that someone in a position to make a reasonable estimate of the work performed certifies your report. Often times this is the department chair; however, there are times when it may be someone else, such as the person to whom the department chair reports (e.g., Associate Provost).

Who should I contact with questions?

If you have any questions about Time and Effort reporting, please contact Sarah Bridges (sbridges@gustavus.edu or x7049).