



# OFFICE OF SPONSORED RESEARCH ADMINISTRATION

## Semester Time and Effort Report

*It is federally mandated that all faculty and staff working on a federally funded program document their actual time & effort expended on each program. This form is to be submitted at the end of each semester.*



<b>EMPLOYEE INFORMATION:</b>					
Employee Name:		Title:			
Department:		<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer	Year: <span style="border: 1px solid black; padding: 2px;"> </span>



<b>TIME &amp; EFFORT REPORTING:</b>		
Please indicate the percentage of effort expended on all activities performed during the semester, as well as the brief description of the activities.		
<b>Instruction / Administration</b>		
Percentages of effort for academic activities (teaching and teaching related activities, committee assignments, services and other scholarly activities) should reflect the total time spent on non-grant related activities during the semester.		
	Brief Description of Activities Worked on	% of Effort
1. Instruction		
2. Administration		
<b>Total Instruction / Administration Effort</b>		%

<b>Sponsored Programs</b>					
Percentages of effort for externally funded programs should reflect the total time spent on programmatic activities during the semester, whether paid by the grant or contributed as an in-kind match.					
Sponsor	Grant Name	SSU Account Number	Brief Description of Activities Worked on	% of Effort	Cost Share (Y/N)
<b>Total Sponsored Programs Effort</b>					%
<b>Total Semester Effort</b>					%



<b>APPROVALS:</b>			
Employee:		Date:	
PI of Project #1:		Date:	
PI of Project #2:		Date:	
PI of Project #3:		Date:	
PI of Project #4:		Date:	
Supervisor / Chair:		Date:	