Semester Time & 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. The original completed & signed forms are to be returned to OSRA.

OSRA Date Stamp

I. EMPLOYEE INFORMATION:

Employee Name: _____ Title: _____

Department: _____ ☐ Fall ☐ Spring ☐ Summer Year: _____

II. TIME & EFFORT REPORTING:

Please indicate the percentage of effort expended on **all** activities performed during the semester, as well as the account/department number and a brief description of the activities.

Instruction/Administration

*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		
Total Instruction/Administration Effort		%

Sponsored Programs

*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.*

Account Number	Sponsor	Brief Description of Activities Worked On	% of Effort
1.			
2.			
3.			
4.			
		Total Sponsored Programs Effort	%
		Total Semester Effort	%

III. APPROVALS:

		Date:	
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:	_____

Revised 9/2021 LIDR