

Sample Time and Effort Reporting Form

In order to be in compliance with Federal Grant Regulations regarding effort expended on federal grants, this form must be completed and filed in the TVR Program office within 30 days of the end of the reporting period. All program staff working on a federally-funded project must complete this form on a quarterly basis to show the breakdown of their salary across federal, state and other programs. If you have any questions or need assistance completing this form please contact _____ at _____.

Name: _____ Department: _____ Fiscal Year: _____

Quarter: Q1 __ Q2 __ Q3 __ Q4 __

Federally Sponsored Activities (should reflect all time spent even if not paid)				% Time Spent			
Project Number	Name of Grant	Federal Funding Agency	Principal Investigator? (Y/N)	Q1	Q2	Q3	Q4
Tribal or Other Program Activities (should reflect all time spent even if not paid)							
Total				0%	0%	0%	0%

I certify that the distribution of my time stated above is a reasonably accurate reflection of effort expended for the period indicated.

Signature of Employee

Date

Signature of PI (if employee is not the PI)

Date