



SHEPHERD
UNIVERSITY

SU Grants Community – Time and Effort Reporting Form Instructions

Federal regulations (Budget 2 CFR Subpart E, Part 200.430) mandates that university employees whose salaries and wages, both as direct costs or in-kind matches, are charged to a federally sponsored grant must maintain records of their effort and time. These records will be maintained by Shepherd University to comply with federal regulations and to provide documentation in the event of a federal audit.

Calculating Time and Effort

Please complete this form for each semester you are working on a sponsored grant with a portion of your salary/wages charged to it (**as direct cost or as a match**) and return it to the OSP's Post Award Specialist (contact information below). If a grant period does not cover an entire semester, be sure to calculate percentages appropriately. For example, if you are working on a grant 20% of your time for March and April, and not working on it at all during the rest of the semester, then the effort percentage to be reported for Spring Semester would be 10%.

Due Dates

Return the completed and approved forms to Erin Hildreth via email ehildreth@shepherd.edu by the following dates: August 15 (for Summer Semester reports), January 9 (for Fall Semester reports), and May 15 (for Spring Semester reports).

Signatures

The grant's PI/PD must confirm the effort of others contributing to the project. ***If the PI completes this form for themselves, then their Dean or Supervisor needs to sign.***

Use the "Notes" section at the bottom of the form to explain any relevant information that you feel is necessary to certify the times reported. If you have further questions, please contact Erin Hildreth at ehildret@shepherd.edu or (304) 876-5034.





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Please Complete Form Electronically. Do Not Handwrite.

Name:

Department, Program or Office:

Period Reporting: Fall Semester Spring Semester Summer Semester

For Summer Semester Only – Total # of Months Worked:

Grant Roles:

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 40-hour work week. Please record information for all sponsored projects.

Activity

Effort (%)

Non-sponsored activities (including teaching, advising, administrative work, and non-sponsored research, scholarship and creative works)

_____ %

_____ %

_____ %

_____ %

_____ %

Total Effort (must equal 100%):

_____ %

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

Employee Signature

Date

Confirmation Signature

Date

Notes: