



SHEPHERD UNIVERSITY

SU Grants Community – Time and Effort Reporting Form Instructions

Federal regulations ([2 CFR Subpart E, Part 200.430](#)) mandate 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 ehildret@shepherd.edu by the following dates: August 28 (for Summer Semester reports), January 15 (for Fall Semester reports), and May 14 (for Spring Semester reports).

Signatures

For each grant that effort is committed to, a signature must be obtained from the PI/PD. There should be a confirmation signature by the grant's PI/PD next to each effort commitment listed. ***If the PI/PD 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.

Timeline of Effort Reporting and Escalation Procedure

Individuals responsible for completing effort certification forms are required to submit them by the date specified above. The Office of Sponsored Programs (OSP) will issue reminder notifications one month prior, two weeks prior, and on the due date to those who have not yet completed their submissions.

Individuals who have not returned a completed effort form within 2 weeks after the listed due date will be sent an overdue effort email that will copy their Dean or Supervisor. If a completed effort form is not received within 4 weeks of the due date, an additional overdue email will be sent to the individual with their Dean or Supervisor and VP or Provost copied. At the 6-week mark, steps will be taken to remove the noncompliant individual from the funded project. The individual will be placed on an internal probationary list, which could prevent them from participating in future sponsored projects.



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Please Complete Form Electronically. Do Not Handwrite.

Name:

Department, Program or Office:

Period Reporting: Fall Semester Spring Semester Summer Semester

Total # of Months Worked (Summer Only):

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.

<u>Activity</u>	<u>Effort (%)</u>	<u>PI/PD/Supervisor Confirmation</u>
Non-sponsored activities (including teaching, advising, administrative work, and non-sponsored research, scholarship and creative works)	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
<u>Total Effort (must equal 100%):</u>	_____ %	

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

Employee Signature

Date

Notes: