# Time and Effort Report

**Employee Name:** ____________________________  **Month:** ____________________________  

**Department:** ____________________________

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Funding Source</th>
<th>Account #</th>
<th>Cost Category (see below)</th>
<th>% of Effort</th>
<th>Match? Y/N</th>
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**Total % of Effort:** ____________________________

## Cost Categories

- Administration  
- Support  
- Other (please specify)  
- Cost Sharing  
- Academic Instruction  
- Academic Department Administration  
- Professional Development  
- Curriculum Development

I certify that the actual effort expended during the period shown above and this report represents a reasonable estimate of that effort:  

**Employee Signature** ____________________________  **Date** ____________________________

I certify that I have first-hand knowledge of the actual effort expended during the period shown above and this report represents a reasonable estimate of that effort:  

**Department/Division Head** ____________________________  **Date** ____________________________

If an individual is paid 100% from a single program or if an employee works on more than one federal program or multiple cost objectives, Time and Effort Report must be completed monthly.

This report must be submitted to the Grant Project Director no later than one week from the end of the reporting period.  

This form will be maintained with the records of this grant and be made available for audit as needed.  

**Updated 9/3/2014**