

Vincennes University Time and Effort Reporting Form

Federal regulations require annual effort certifications for all Vincennes University (VU) employees whose salaries are charged to federally sponsored programs. In order for the VU to comply with this “time and effort reporting” requirement, each faculty member or employee working on a federal or state grant or contract needs to complete this form by the end of each semester. Additionally, whenever any salary is charged or committed to a sponsor, VU needs to keep accurate records of this obligation, so the employee needs to complete this form.

Please send the completed form to Accounting Office. If you have any questions, please call Stephanie Nuttall, Grant Accountant, Ext. 5790.

Name: _____ Department: _____
 Semester reported: Fall 20__ Spring 20__ Summer 20__

Provide a breakdown of your responsibilities for this semester. The total must equal 100% of your regular workload. This Office applies a standard workload for faculty that consists of three courses (75%, or 25% each), plus administrative/service activities (25%), per semester. Please use additional sheets as necessary.

	Actual Effort: %
Teaching and teaching-related activities	_____
Administrative activities	_____
Service activities	_____
¹ Grant [Fund # _____]	_____
Grant [Fund# _____]	_____
Grant [Fund # _____]	_____
Other _____	_____
TOTAL	<u>100%</u>

I certify that the information provided is correct.

Employee Signature _____ Date _____

Confirming Signature (if necessary) _____ Date _____

[The Project Director may sign for all other salaried employees working on the grant or contract. If the Project Director is completing this form for him/herself, then his or her Department Chair or Dean should sign as the person confirming the employee’s time spent on the project.]

¹ **Grant Accounts [Externally funded activities]: Percentages should reflect time paid by grant as well as unpaid time contributed to the project (i.e., any unexpected effort). Please distinguish between the two.**

In the space provided below, please clarify the % of your time spent on a grant or contract by an hourly breakdown using the standard of 40 hours per week x 50 weeks per year (2,000 hours). For example, if you have devoted 60 hours to the project this year, that would be 3%. If you have devoted 200 hours, that would be 10%. Conversely, if you spent 90% of your time on a project during a sabbatical semester, that would be 90% of 1,000 hours, or 900 hours.

Please provide a separate page for each grant or contract.

Account # _____

Monthly Breakdown:

I certify that the information provided is correct.

Employee Signature _____ Date _____