

## Time and Effort Reporting Form

To comply with the university and governmental requirements for time and effort reporting, each faculty member or administrative staff employee working on a federally-sponsored or state-sponsored project must complete this form.

Name:		Department:	
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### Faculty Reporting Academic term reported:

Summer	20
Fall	20
Spring	20

### Administrative staff, Time Period Reported: (Month and year start and month year reported)

Provide a breakdown of your responsibilities for this semester. The total, including externally funded activities must equal 100%.

University Responsibilities		Percentage
Teaching and teaching-related activities		%
Advising activities		%
Services activities		%
Research & Scholarship		%
Other University Related Responsibilities		%
Other Unrelated Responsibilities		%
Sponsored activities	Grant Name and Activity Code	
Project/Grant		%
Project/Grant		%
Project/Grant		%
Project/Grant		%
Other		%
Total (Must equal 100%)		%

I certify that the information provided above is correct.

Employee Signature:		Date:	
Confirming Signature*		Date:	

\*NOTE: If the employee named above is also the Project Director, the Department Chair must sign as the person confirming the employee's time spent on the project. The Project Director may sign for all other employees working on the project. Original signatures are required.

Please send the completed form to the Grants Office , email to [grantaccounting@nyit.edu](mailto:grantaccounting@nyit.edu) and to OSPAR at [grants@nyit.edu](mailto:grants@nyit.edu). If you have any questions, please send email to [grants@nyit.edu](mailto:grants@nyit.edu).