

Nazareth College
Time and Effort Report

As a recipient of federal funds, Nazareth College is required under the provisions of OMB Circular A-21 to account for "...*compensation for personal services [that] covers all amounts paid currently or accrued by the institution for services of employees rendered during the period of performance under sponsored agreements...*"

In order to comply with these provisions, a *Time and Effort Report* must be completed and returned to the Office of Sponsored Programs and Faculty Research at the end of each term (semester and summer) by every faculty or professional staff member working on an externally funded project. In addition, if *Monthly Time and Effort Worksheets* are completed, please attach before submission.

Name: _____ Department: _____

Term being reported: Summer 20 Fall 20 Spring 20

Provide a breakdown of your responsibilities for this term. Keep in mind:

1. The percentage of time spent on grant activities should reflect total time, including both time paid for by the grant as well as any unpaid time contributed to the project (i.e., in-kind).
2. Under federal regulations on effort reporting, 100% effort is an employee's total hours actually spent on work within the scope of his or her employment regardless of the percent FTE listed on the appointment.
3. The total effort reported must equal 100%.

_____ %	effort spent on teaching and teaching-related activities	_____
_____ %	effort spent on administrative and related activities	_____
_____ %	effort spent on service and service-related activities	_____
_____ %	effort spent on grant:	_____
	Account #:	_____
_____ %	effort spent on grant:	_____
	Account #:	_____
_____ %	effort spent on grant:	_____
	Account #:	_____
_____ %	Total	_____

I hereby certify that the above distribution of activity represents a reasonable estimate of the work I performed this term.

Employee Signature

Date

Confirming Signature*

Date

*Note: If the employee named above is the Project Director, her/his Dean must sign to confirm report; if the employee named above is not the Project Director, the Project Director must sign to confirm report.