

EXAMPLE EFFORT REPORTING FORM



EFFORT REPORTING FORM

Faculty Name John Doe Department & College: Dpt A; College of XYZ

9-Month Faculty 12-Month Faculty Term: Fall Spring Summer

Provide a breakdown of your effort for the semester. The total must equal 100%.

A. FUNDED RESEARCH

Grant Index Number	Salary Charged to Grant	Percentage of Effort
12345	<input checked="" type="checkbox"/>	10%
34567	<input type="checkbox"/>	5%
	<input type="checkbox"/>	0%
	<input type="checkbox"/>	0%
	<input type="checkbox"/>	0%
Subtotal		15%

B. RESEARCH (NOT SUPPORTED BY GRANT) Subtotal 15% %

C. TEACHING and ADVISING

- Course load 40% %
- Advising 10% %

Subtotal 50% %

D. SERVICE

- University Service 10% %
- Department or College Service 10% %

Subtotal 20% %

E. ADMINISTRATION Subtotal 0% %

F. SABBATICAL OR LEAVE OF ABSENCE Subtotal 0% %

TOTAL 100% 100%

I certify that the information provided is correct.

John Doe 12-16-2016
Faculty Signature Date

T. S. Smythe 12-16-2016
Department Head or Dean Date

Dr. Doe's Fall Semester Effort Report

Dr. Doe is a nine-month faculty member.

Dr. Doe has two federal grants.

'12345' has 10% of his salary charged back to the grant. The "Salary Charged to Grant" box is checked and the "Percentage of Effort" box records the 10% allocation.

'34567' does not charge Dr. Doe's salary to the grant. The "Salary Charged to Grant" box is not checked. The "Percentage of Effort" box records the 5% allocation. The percentage of effort falls under research activity specified in his annual appointment letter.

Dr. Doe allocates 15% of effort to a research project not funded by a grant. This percentage of effort falls under the research activity specified in his annual appointment letter.

Dr. Doe has a teaching load and advises students.

Dr. Doe serves on University and College committees.

Dr. Doe's direct supervisor is T.S. Smythe, Department Head. Dr. Smythe's and Dr. Doe's signature certify the correctness of the Effort Report.

Note: Effort per activity is recorded as a percentage. All effort activities must equal 100%. The Percentage of Effort column is a decimal number. The form automatically converts it to a percentage.

Online Effort Reporting Form:

www.fit.edu/research/documents/doc_mgr/609/Time%20and%20Efford%2010.24.pdf