

INSTRUCTIONS FOR COMPLETING AN EFFORT REPORTING FORM



EFFORT REPORTING

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 time and effort for the semester. The total must equal 100%.

A. FUNDED RESEARCH

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

- A. Enter Faculty Name and Department and College.
- B. Check a box for nine-month or twelve-month (e.g., department head) position.
- C. Check a box for the current semester.
- FUNDED RESEARCH**
- D. Enter a grant index number for a funded grant.
- E. Check the box if salary is directly charged to the funded grant.
- F. Enter the percentage of effort aligned with the salary charge to the funded grant.
- G. Enter a grant index number in each row for additional funded grants.
- H. Enter percentage of effort for each additional funded grant. NOTE: Salary does not have to be directly charged to the grant in order to allocate a percentage of effort.
- I. Check subtotal to ensure correctness with line item percentages.
- RESEARCH NOT FUNDED**
- J. Enter percentage for research not directly supported by funded grants.
- TEACHING AND ADVISING**
- K. Enter percentage allocations for course load and advising effort. Check subtotal for correctness.
- SERVICE**
- L. Enter percentage allocations for University and Department or College service activities. Check subtotal for correctness.
- ADMINISTRATION**
- M. Enter percentage allocation of effort for administration. (e.g., 12-month department head or associate dean.)
- SABBATICAL OR LEAVE**
- N. Enter percentage allocation of effort for sabbatical or approved leave.
- TOTAL**
- O. Verify total equals 100% as a summation of all effort percentages.
- CERTIFICATION**
- P – Q. Employee certifies effort reporting by signing and dating the form.
- R – S. Supervisor certifies effort reporting by signing and dating the forms.

Effort Reporting is aligned with employee's Annual Appointment Letter that identifies effort activities often to include research, teaching, advising, and service.

Employee's salary may be considered a match for research on a grant (or contract). The "Salary Charged to Grant" box is not checked in this case. However, a percentage of effort is recorded in the Percentage of Effort column. (Refer to Office of Sponsored Programs for more information.)