

EFFORT REPORT

California University of Pennsylvania

In order to comply with the university and government's requirements for time and effort reporting, this form must be completed at the end of each semester by each faculty member or staff employee working on a sponsored project.

Name _____ Department _____

Semester Reported: Fall _____ Spring _____ Summer _____

Year 20 _____

Provide a detailed breakdown of your time and effort for this semester. The total, including both internally and externally funded activities must equal 100%.

	<u>Actual Effort</u>
<u>University Obligations (Internally Funded)</u>	
Teaching and Administrative Activities	_____
<u>Sponsored Projects Obligations (Externally Funded)</u>	
Project Title _____	_____
Project Title _____	_____
Project Title _____	_____
Project Title _____	_____
Project Title _____	_____
Project Title _____	_____
<u>Total</u>	<u>100%</u>

I confirm that I have reasonable means of verifying the activities performed by the employee identified above and that the distribution of effort represents a reasonable estimate of the actual work performed by the employee during the period covered by this report.

Employee Signature _____ Date _____

PI or Responsible Official Signature _____ Date _____

Directions For Completing Form

- Fill in employee name, department assigned to, and the semester and year of the reporting period (previous academic semester).
- Annotate the percentage of the total effort expended on University Obligations such as teaching, administration, committee assignments, service, and other scholarly activities.
- List each Sponsored Project to which effort was committed. Annotate the actual percentage of the total effort that was expended on each sponsored project. The total of your actual effort, combining Sponsored Projects and University Obligations, must be 100%. The amount of effort that was estimated in the grant application should be the same as the actual amount of effort that has been expended, if there is a difference of more than 5%, contact the Office of Sponsored Programs and Research.
- The employee must sign the form and have the Principal Investigator (PI) sign. If the employee completing the form is the PI, then the Department Chair or Dean must sign the form. Turn in the completed form to the Office of Sponsored Programs & Research, Box 17, no later than the 30th day after the end of the reporting period.