

# CHICAGO STATE UNIVERSITY

## TIME AND EFFORT REPORT for FY 2018 and FY 2019

### SECTION A. Personnel Information

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Department: \_\_\_\_\_

### SECTION B. Time and Effort Reporting

Record the actual percentage of your total effort expended to each obligation listed.

#### SPONSORED PROJECT EFFORT DETAIL

FUNDING SOURCE ACCT #

% of EFFORT

Identify the grant, include a brief synopsis of activities performed, and list percent effort of each.

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

#### NON GRANT EFFORT DETAIL

Total Distribution:

Identify non-grant related activities and percent effort of each, along with fund number.

Include effort related to grant matches in this section.

FUNDING SOURCE ACCT #

% of EFFORT

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____

Total Distribution:

**Total Efforts (must equal 100%)**

### SECTION C. Certification of Time and Effort Reporting

Employee: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy format

I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy format

I certify that I have first-hand knowledge of the activities performed by the employee above, and the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by the report.

Fiscal Officer: \_\_\_\_\_

Date: \_\_\_\_\_  
mm/dd/yyyy format

I certify that the grant effort reflected on this report are appropriate for the grant for which I am the fiscal officer.