



Texas Wesleyan UNIVERSITY

Time and Effort Reporting Form

In order to comply with the university and government’s requirements for “time and effort reporting,” this form must be completed near the end of each semester by each salaried faculty member or professional staff employee working on a federally-sponsored or state-sponsored project.

Name: _____ Department: _____

Semester reported: Fall 20 ____ Spring 20 ____ Summer 20 ____

Provide a breakdown of your responsibilities for this semester. The total, including externally funded activities must equal 100%. **If your pay assignment changes during the semester, please complete a SEPARATE form with date range listed (use separate form for EACH date range).**

Teaching and teaching-related activities	_____	%	
Scholarly & creative activities -- not externally funded	_____	%	
Administrative activities	_____	%	
Service activities	_____	%	
Externally funded activities*	_____	%	} _____ %
	_____	%	
	_____	%	
TOTAL		_____	% (should = 100%)

*For the reporting period, indicate the breakdown (% time) spent on each funded project accomplishing the following tasks

	<u>Cost Center / WBS Element</u>			
	Award:			
a) Planning research	_____	%	_____	%
b) Data collection (field, laboratory or library research)	_____	%	_____	%
c) Data analysis	_____	%	_____	%
d) Manuscript preparation	_____	%	_____	%
e) Professional meetings/presentations	_____	%	_____	%
f) Other (specify)	_____	%	_____	%
g) TOTAL	_____	%	_____	%
Total externally funded activities		_____	%(sum of sub-totals above)	

You **must** report the total percentage of time spent on each funded project. (Line G)

You are **strongly advised** to also report the percentage of time spent on the individual tasks (Lines A-F). Remember that work performed under a grant or contract may be subject to audit, and it is therefore essential that you retain accurate records and documentation of the work you have done (e.g., laboratory or field note books, data file, manuscripts, etc.) **for at least 3 years** after the end of the project (or longer if required by the agency).

Please send the completed form to **Shawn Farrell at sfarrell@txwes.edu**. If you have any questions, please call Sponsored Programs and Foundation Relations at 817-531-4830

Time and Effort Reporting Policy

Per Office of Management and Budget (OMB) Circular A-21, Section J.8.a, CMU is required to document effort spent on externally-sponsored activity. This time and effort reporting policy is intended to meet this requirement. The system is an "After-the-Fact Activity" system, under which the distribution of salaries and wages by CMU will be supported by activity reports as described below:

A. Time and Effort Reporting Forms will reasonably reflect the percentage distribution of efforts expended by CMU salaried faculty and professional staff involved in federally-funded and state-funded grants, contracts and cooperative agreements. Time and Effort Reporting forms do not need to be completed for staff and student employees who utilize bi-weekly timesheets.

B. For each federally-funded or state-funded project, a Time and Effort Reporting Form will be completed and signed by each person working on the project, provided that the approved grant, contract or cooperative agreement commits University personnel time to the project, regardless whether such time is paid by external funds or is an unpaid contribution, i.e., an in-kind match.

C. The Time and Effort Reporting Form shall include an optional reporting section which provides an opportunity for the person working on the project to provide information regarding the type of work they have completed during the reporting period.

D. Time and Effort Reporting Forms will be confirmed by a person having firsthand knowledge of the employee's activities. Confirmation is indicated by a countersignature on the form.

1. If a form documents a **faculty member's effort and he/she is the Project Director**, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).

2. If a form documents a **faculty member's effort and he/she is *not* the Project Director**, the form will be countersigned by the Project Director.

3. If a form documents a **professional staff member's effort and he/she is the Project Director**, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).

4. If a form documents a **professional staff member's effort and he/she is *not* the Project Director**, the form will be countersigned by the Project Director.

E. Time and Effort Reporting Forms will be completed near the end of each semester and will document the percentage distribution of effort expended during the same semester.

F. Time and Effort Reporting Forms must be returned to Sponsored Programs and Foundation Relations by the end of final exam week each semester.

G. Completed Time and Effort Reporting Forms will be filed in the Sponsored Programs and Foundation Relations office.