HOFSTRA UNIVERSITY
Time and Effort Reporting Form
(rev. 3/22/2016)

Government-sponsored grants, contracts and subcontracts require routine time and effort reporting. Each faculty member or professional staff employee working on a government-sponsored project must complete this Time and Effort Reporting Form each semester. *(Detailed instructions are attached.)*

Name (please print)  Hofstra ID#

____________________________________
Department

Reporting Period: (check appropriate box)
☐ Fall semester  ☐ January session

☐ Spring semester  ☐ Summer:* (circle appropriate month(s))
     June  July  August

A breakdown of projected responsibilities for the semester must be provided at the beginning of each semester. Actual effort for the semester must be completed at the end of the semester. In both cases, the total effort must equal 100%.

**Hofstra-Funded**

<table>
<thead>
<tr>
<th>Academic Activities (teaching and teaching related activities, administration, committee assignments, service and other scholarly activities)</th>
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</thead>
<tbody>
<tr>
<td>Instruction</td>
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<tr>
<td>Academic Administration</td>
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</table>

**Sponsored Research**

Externally funded activities (percentages should reflect total effort expended, whether paid by the grant or time contributed to the project as an in-kind match)

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Grant Title</th>
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Total All Activities:  100%  100%

I certify that the information provided above is correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

**Beginning of Semester – Projected Effort**

Principal Investigator/Project Dir.  Date

According to the sponsor-approved budget, approved employee appointment(s), and/or faculty load reports, the employee did not expend more than 100% effort on all above-referenced activities. It should be noted the actual effort stated at the end of the semester may differ from the original projections stated in the sponsor-approved budget.

**End of Semester – Actual Effort**

Employee Signature  Date

Principal Investigator/Project Dir.  Date

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FOR ORSP OFFICE USE ONLY

Initial  Date

Provost’s Office Representative  Date
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Instructions for Completing the Time and Effort Reporting Form

At the beginning of each semester, including summer and January sessions, the following procedures are performed by the responsible parties:

Principal Investigator (PI)
1. The Principal Investigator will prepare and sign a Time and Effort Reporting Form for each employee scheduled to expend any level of effort on a Federally-funded grant.

Provost Office Representative
1. For faculty positions, the Associate Provost for Research and Sponsored Programs will review the employee’s load report and verify that the employee is not scheduled to expend more than 100% effort during the semester being reported, including the projected effort to be expended on any Federally-funded grant. Total effort for non-faculty positions will be reviewed upon executing the award agreement. The Associate Provost for Research and Sponsored Programs will sign the form and all original forms will be maintained in the Office for Research and Sponsored Programs.

At the end of each semester, including summer and January sessions, the following procedures are performed by the responsible parties:

Employee
1. At the end of each semester, the employee will complete the “Actual Effort” column on the Time and Effort Reporting Form. Actual effort stated should be based on total funding support provided by the University, grants and any other external funding for the time period specified.
2. The employee must sign and date the “End of Semester – Actual Effort” section at the bottom of the form and forward the form to the Principal Investigator for review and approval.
3. The form must be completed no later than 15 days following the end of each semester.

Principal Investigator (PI)
1. At the end of each semester, the PI reviews the form for all employees working on the sponsored project for which he/she is responsible. The PI highlights any significant modifications in effort, and any grant budget adjustments that may be required.
2. The PI must sign and date the “End of Semester – Actual Effort” section at the bottom of the form and forward it to the Associate Provost for Research and Sponsored Programs.

Provost’s Office Representative
1. The Associate Provost for Research and Sponsored Programs reviews the form for all employees and compares to sponsor-approved budget, approved employment appointments and/or faculty load reports for accuracy.
2. The Associate Provost for Research and Sponsored Programs must initial and date the “ORSP Use Only” section of the form. The original form (containing all original signatures) is maintained in the Office for Research and Sponsored Programs and copies of the form are forwarded to the Grants Manager.

Finance Office
1. The Finance Office will review the form for significant changes in effort from the original projections (as stated in the budget approved by the sponsoring agency) and review any modifications that may be required in the grant budget with the PI.
2. The Finance Office will compare the actual effort reported to the amounts charged to the grants. Any significant variances will be reported to the PI and any necessary modifications will be made.

3. The Finance Office will maintain a copy of the form to ensure compliance.