



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

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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.

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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.