



TIME AND EFFORT REPORT

Complete instructions are on page 2 of this document. This form must be completed at the end of each semester by each faculty or staff member who works on an externally sponsored research, scholarly, or creative project or sponsored program.

NAME (LAST, FIRST):		DEPARTMENT:	
EMPLOYEE ID #:		COLLEGE or DIVISION:	
SEMESTER (FALL, SPRING, SUMMER, WINTER):		YEAR:	

ITEM TYPE		% COMMITTED TIME (as stated in the award)	% ACTUAL TIME SPENT
University-funded work (e.g., teaching, research, administrative, service activities)			
Externally funded research, scholarly, or creative activities or sponsored programs			
Project 1 title ----->			
Project 2 title ----->			
Project 3 title ----->			
TOTAL		100%	100%

PLEASE READ BEFORE SIGNING: I certify that the proportion of my salary expensed to each of the accounts on this effort report represents a reasonable estimate of my actual effort on each activity. In the event that I am certifying effort for someone other than myself, I have Suitable Means of Verification to certify on behalf of this employee and can produce proof of the Suitable Means, if necessary. Examples of Suitable Means of Verification: written correspondence or emails from employee, lab notes, project notes, time cards, and calendars. Principal Investigator is responsible for maintaining Suitable Means of Verification and producing proof, if required. I understand that falsification of effort statements may result in potential disallowed costs, penalties and/or actions under the Federal False Claims Act (31 U.S. Code § 3729 - False claims).

EMPLOYEE SIGNATURE AND DATE (ELECTRONIC ONLY):

IMMEDIATE SUPERVISOR SIGNATURE AND DATE (ELECTRONIC ONLY):

RETURN COMPLETED FORM VIA EMAIL TO CATHERINE SPAUR (cspaur@wcupa.edu) USING THE FOLLOWING SCHEDULE:

<u>REPORTING SEMESTER</u>	<u>DUE DATE TO cspaur@wcupa.edu</u>
Fall (September – December)	15 January
Winter (December – January)	15 February
Spring (January – May)	15 June
Summer (May – August)	15 September

ADDITIONAL INFORMATION AND INSTRUCTIONS:

From 2 CFR 200 (UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS):§200.430 Compensation—personal services.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must: (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated; (ii) Be incorporated into the official records of the [university]; (iii) Reasonably reflect the total activity for which the employee is compensated by the [university], not exceeding 100% of compensated activities [per the university's definition of Institutional Base Salary (IBS)]; (iv) Encompass both federally assisted and all other activities compensated by the [university] on an integrated basis, but may include the use of subsidiary records as defined in the [university's] written policy; (v) Comply with the established accounting policies and practices of the [university]; and (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Directions for Completing Form

- Provide faculty or staff member's name, employee ID #, department, college or division, and the semester (Fall, Spring, Summer, Winter) and year for this report.
- Provide the percentage of total effort expended on university-funded work, such as teaching, administration, committee assignments, services, and research and scholarly activities.
- Identify by title each sponsored project to which you contributed. Provide the percentage of your total effort that was included in the sponsored award documentation.
- Then provide the percentage of your total effort that you actually spent working on the project. The percent of actual effort spent working on the project must be equal to or greater than the amount of effort indicated in the "% committed time" column.
- **The total of all reported efforts, including both internally and externally funded activities, must equal 100%.**
- Sign and date the form electronically and have your immediate supervisor sign and date the form electronically as well. Return the completed form via email to Catherine Spaur (cspaur@wcupa.edu) in the Office of Research and Sponsored Programs (ORSP) no later than the dates shown in the table at the end of the form.
- No paper copies of this form will be accepted.
- Failure to submit effort reports by the due dates above will result in immediate suspension of any accounts associated with the PI's federally funded research programs until properly completed effort reports are received by the ORSP.