**Time & Effort Report**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

For each grant/activity on which you expended effort during this reporting period, fill in or verify the percentage of effort you expended (**the column furthest to your right**), and then sign below. Additional information and instructions are on page two. No salary figures are saved with this document.

*Example Report:*

|  |  |  |
| --- | --- | --- |
| **Grant / Activity** | **Account #** | **Percent of total  time and effort** |
| Grant project ABC | 10\_110\_29000\_51005\_02 | 11% |
| Grant project XYZ | 10\_130\_29001\_51005\_01 | 22% |
| Non-grant-funded activity | 10\_110\_99999\_51005\_02 | 67% |
| Non-grant-funded activity | 10\_130\_99999\_51005\_01 |
| **Total time and effort (MUST equal 100%)** | | 100% |

*Your Report:*

|  |  |  |
| --- | --- | --- |
| **Grant / Activity** | **Account #** | **Percent of total  time and effort** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |
|  |  |
| **Total time and effort (MUST equal 100%)** | | 100% |

*I have first-hand knowledge of the activity described above and sufficient technical or programmatic knowledge to certify that this report represents an accurate and reasonable summation of work performed during the reporting period.*

**Employee:** *(if different than the PD/PI)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**Project Director/Principal Investigator (PD/PI):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

**Time & Effort Reporting Procedures**

As stated in the Compensation Policy of Manchester University, and in compliance with federal Office of Management and Budget Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), the University monitors and documents effort expended on federally funded projects. When exempt personnel compensation is charged to a federally funded project, the project director or principal investigator (PD/PI) is required to certify both his/her effort and that of other exempt persons active on such projects.

All Manchester University effort reporting shall be completed after-the-fact and as a percentage of an employee’s total compensated activity in accordance with federal requirements. The commitment of effort from the project proposal and award document, the reported effort, and the employee’s salary and wages will serve as the basis for calculation and verification.

An effort report is required each reporting period for all projects in which an exempt employee’s compensation is charged to a federal funder, such as a grant. It is essential that effort reports be completed within a month of each deadline in order to meet this federal requirement. The University will be unable to support your future grant pursuits if these reports are not completed as required.

**Reporting Periods**

* September 1 – May 31
* June 1 – August 31

**PD/PI Responsibilities**

* Review grant award documents upon receipt to confirm that effort and compensation have been properly represented.
* Complete an effort report each reporting period.
* Certify effort reports of other project personnel each reporting period.
* Identify when and where the effort committed to projects should be adjusted and work with Grants and Sponsored Programs to make necessary modifications.

**Grants and Sponsored Programs Responsibilities**

* Maintain effort reports and procedures in compliance with federal requirements, and inform University employees involved with grants of any modifications.
* Answer questions regarding the University’s compensation policy, time & effort reporting and procedures, and federal and funder regulations.
* Facilitate timely and accurate effort reporting.
* Review and maintain relevant documents and forms.