

MARYWOOD UNIVERSITY

Time and Effort Reporting

The time and effort reporting procedures of Marywood University affirm a system of internal controls that provides reasonable assurance that personnel costs are acute, allowable and properly allocated. Salary and wages charged to Federal grants must be reported in accordance with the Office of Management and Budget (OMB) 2 CFR, 200.430 and Marywood University fiscal policies.

Effort reporting is the amount of time spent on a particular federal funded activity. Effort is expressed as a percentage for faculty and exempt employees and as hours worked for hourly employees.

Marywood University uses an “after the fact” review of time and effort reporting on a biannual basis. All employees funded by federal grants are responsible to assure that their reported distribution of time and effort represents 100% of their University compensated time. The time and effort reporting form is available on the webpage of the Office of Research and Sponsored Programs.

Time sheets for “grant only” funded non-exempt staff and students serve as the effort reporting documentation of time spent on grants.

The Principal Investigator or other supervisor who has firsthand knowledge of time and effort spent by the employee has signature and certifying authority confirming effort of faculty and staff involved in the project.

Copies of the time/effort reports certified by the PI or other administrator are to be returned to the Grant Accountant biannually on the 10th day of June and December. Any cost changes or transfers will be made by the grant accountant and certified by the PI.

Marywood University

Time and Effort Reporting Form

To be in compliance with Federal Grant Regulations regarding after-the-fact activity reports for effort expended on federal grants, this form must be completed and returned to Fiscal Affairs on a semi-annual basis (December 10th & June 10th). All Faculty/Exempt Professional Staff working on a federally sponsored project must complete this form, even if they are not receiving compensation during the reporting period. If you have any questions or need assistance completing this form please contact the Grant Accountant at x6021.

Name: _____ **Department:** _____ **Date:** _____

Dept.	Project Name	Budget #	Project ID#	January	February	March	April	May	June
Instructions and Other Activities									
Instruction and Administrative activities (teaching, department chair, public service, etc).									
Non-federal sponsored research									
Total				0%	0%	0%	0%	0%	0%

I certify that the distribution of my time state above is a reasonably accurate reflection of effort expended for the period indicated.

Signature of Employee: _____

Date: _____

Signature of PI: _____

Date: _____

(If employee is not the PI)

*Due June 10th.

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Name: _____ **Department:** _____ **Date:** _____

Federally Sponsored Activities (should reflect all time spent on grants even if not paid)				% Time Spent on Grant					
Dept.	Project Name	Budget #	Project ID#	July	August	September	October	November	December
Instructions and Other Activities				% Time Spent on Instruction and Other Activities					
Instruction and Administrative activities (teaching, department chair, public service, etc).									
Non-federal sponsored research									
Total				0%	0%	0%	0%	0%	0%

I certify that the distribution of my time state above is a reasonably accurate reflection of effort expended for the period indicated.

Signature of Employee: _____

Date: _____

Signature of PI: _____

Date: _____

(If employee is not the PI)