



CHICAGO STATE UNIVERSITY

TIME AND EFFORT REPORT for FY 2018 and FY 2019

SECTION A. Personnel Information

Employee Name: _____

Position/Title: _____

Reporting Period: _____

Department: _____

SECTION B. Time and Effort Reporting

Record the actual percentage of your total effort expended to each obligation listed.

SPONSORED PROJECT EFFORT DETAIL

FUNDING SOURCE ACCT #

% of EFFORT

Identify the grant, include a brief synopsis of activities performed, and list percent effort of each.

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

NON GRANT EFFORT DETAIL

Total Distribution:

Identify non-grant related activities and percent effort of each, along with fund number.

Include effort related to grant matches in this section.

FUNDING SOURCE ACCT #

% of EFFORT

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____

Total Distribution:

Total Efforts (must equal 100%)

SECTION C. Certification of Time and Effort Reporting

Employee: _____

Date: _____

mm/dd/yyyy format

I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

Supervisor: _____

Date: _____

mm/dd/yyyy format

I certify that I have first-hand knowledge of the activities performed by the employee above, and the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by the report.

Fiscal Officer: _____

Date: _____

mm/dd/yyyy format

I certify that the grant effort reflected on this report are appropriate for the grant for which I am the fiscal officer.