



MERCYHURST UNIVERSITY

Time and Effort Reporting Form

In order to comply with federal guidelines, this form must be completed and returned to the Faculty Research and Grants Compliance Officer at the end of each semester, including the summer semester by exempt (salaried) employees working on a federal or state-funded project. Non-exempt (hourly) employees do not need to complete this form as they acknowledge effort through bi-weekly timesheets.

Name: _____

Department: _____

Report period: Fall Spring Summer Year: _____

Provide a breakdown of your effort by percentage, and include both University activities and grant activities. The project account number is used to identify the specific grant.

	Percent of Effort
University activities (not federal or state grant activities)	
State Grant: _____ Account #: _____	_____
State Grant: _____ Account #: _____	_____
State Grant: _____ Account #: _____	_____
Federal Grant: _____ Account #: _____	_____
Federal Grant: _____ Account #: _____	_____
Federal Grant: _____ Account #: _____	_____

Total Percent Effort (must equal 100%)

Please send the completed form to Leigh Ann Newman, faculty research and grants compliance officer, at lnewman@mercyhurst.edu, by 12/15 for the Fall semester, 6/15 for the Spring semester, and 9/15 for the Summer semester.

I certify that the information provided is correct.

Employee Signature

Date

Confirming Signature*

Date

Principal Investigators/Project Directors must have a supervisor sign this form. PI/PD should sign for all other salaried employees working on a federal or state project.