Hood College Time and Effort Reporting Form

Federal regulations require annual effort certifications for all Hood College employees whose salaries are charged to federally sponsored programs. In order for us to comply with this “time and effort reporting” requirements, each faculty member or professional staff employee working on a federal or state grant or contracts needs to complete this form by the end of each semester. *Remember to attach the % breakdown (page2).*

Name: _______________________________ Department: ___________________________
Semester reported:  Fall 20___ Spring 20___ Summer 20___

Provide a breakdown of your responsibilities for this semester. The total must equal 100%. Please use additional sheets as necessary.

**Actual Effort: %**

1. Teaching and teaching-related activities ______________
2. Scholarly activities (*not* externally funded) ______________
3. Administrative activities ______________
4. Service activities ______________
5. Externally funded activities: Percentages should reflect time paid by grant as well as unpaid time contributed to the project (both the committed in-kind match of your time or any unexpected effort).

   Grant number (provided by agency) # ______________

   Grant number
   # ______________

   Grant number
   # ______________

   Other ______________

   TOTAL 100%

Please send the completed form to Lenora Dietzel. If you have any questions, please email Carol Kolmerten, Academic Grants Office: kolmerten@hood.edu.

I certify that the information provided is correct:

Employee Signature __________________________ Date ____________

Confirming Signature *(if necessary)* __________________________ Date ____________
EXPLANATION: The Project Director may sign for all other salaried employees working on the grant or contract. If the Project Director is completing this form for him/herself, then his or her Department Chair or Dean should sign as the person confirming the employee’s time spent on the project.

In the space provided below, please clarify the percent of your time spent on a grant or contract by an hourly breakdown using the standard of 40 hours per week x 50 weeks per year. For example, 3% would equal 60 hours (annually), 5% would equal 100 hours (annually), and 10% would equal 200 hours (annually). Use additional sheets if necessary.

Please provide a separate page for each grant or contract.

Grant # _____________________________________________

*Monthly Breakdown:*

I certify that the information provided is correct.

Employee signature ________________________________ Date ________________