

Effective: November 1, 2011

**Central Carolina Community College**  
**Office of Grants and Sponsored Programs**  
**~Time and Effort Report~**

Employee/Primary Investigator: \_\_\_\_\_

Employee Type (Check one):     Faculty             Staff             Student

Department: \_\_\_\_\_

Reporting Period - Month/Year: \_\_\_\_\_

**Instructions:** Please show your total institutional activities expressed as a percentage of effort expended during the required reporting period.

<u>Distribution of Effort</u>	<u>Fund Number</u>	<u>Percentage of Effort</u>
Teaching	_____	_____
Administration	_____	_____
Administration	_____	_____
Administration	_____	_____
In-Kind/Cost Share Activities	_____	_____
In-Kind/Cost Share Activities	_____	_____
<b>Total (must equal 100%)</b>	_____	_____

I certify that this distribution of time and effort represents a reasonable estimate of the effort expended during the period of this report.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I certify that I have first-hand knowledge of the above employee's contribution(s) listed above that the above distribution of effort is an accurate representation of effort during this reporting period.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

This report has been reviewed for accuracy and is in agreement with payroll charges.

\_\_\_\_\_  
Grants & Sponsored Programs

\_\_\_\_\_  
Date

## Definitions

**Time and Effort Reporting:** Time and effort reports are after-the-fact records that reflect how faculty and staff spent the time for which they were compensated by the educational institution. (Hourly or part-time employees should fill out time sheets for each grant from which they receive compensation – they do not complete this form).

**Effort:** Proportion of personnel time spent on any institutional grant activity expressed as a percentage of total institutional activities of the employee.

**Effort Report:** The Effort Report must account for all effort for which the College compensates an employee. This includes all effort expended on instruction and training, sponsored programs/projects, administration, business development, or other activities. It does not include effort for which the employee received compensation directly from another entity (ie: outside consulting work) or incidental work for which supplemental compensation (ie: extra state/overload compensation) is paid.

**Effort Reporting:** A process required by the Federal government to verify that salary and wages charged to sponsored projects are reasonable and reflect actual work performed. Effort reporting provides a means of verifying that (1) effort compensated by a sponsored project and (2) effort expended on a sponsored project, but not compensated by that project (cost sharing), have been performed as promised.

**All faculty, staff, and students, whether full-time or part-time and whether paid or unpaid by a sponsored project, who work on furthering the objectives of a sponsored project, must submit a Time and Effort Report at the end of each academic term (Fall, Spring, Summer).**

**Administration:** All other activities of the institution, including general administration, departmental administration, sponsored programs administration, library administration, student administration, and other. Includes:

- a. *General Administration:* Work of college-wide financial management, business services, budget and planning, personnel management, safety, information technology
- b. *Departmental Administration:* Work of deans, provosts, administrative work of faculty, professional personnel conducting research and/or instruction.
- c. *Sponsored Programs Administration:* Work of principal investigators, activity directors, and their assistants and staff for grant and contract administration of Federal and non-Federal projects.
- d. *Library Administration/Operation:* Work incurred for operation of the library
- e. *Student Administration:* Work related to the administration of student services or student learning and support services, including dean of students, admissions, registrar, counseling, placement testing, disability services, recruiting.
- f. *Other Administration and Support:* Work of secretarial and clerical staff, administrative officers and assistants within academic departments.

**In-Kind/Cost Share:** The portion of the total project costs that are paid from sources other than the sponsor. Typically, cost sharing is a concept that is used to demonstrate to sponsoring agencies and others a recipient's willingness to share in the project's expenses. Some agencies make a distinction between cost-sharing and in-kind and matching. Generally, these three terms refer to the share of costs not charged to the sponsor. In some cases, these terms can refer to cash contributions, donated services, or facilities.