

EXAMPLE TIME & EFFORT - ADDL. COMP. VERSION

East Stroudsburg University of Pennsylvania
 Research and Economic Development
 Office of Sponsored Projects and Research
 Time and Effort Report Form

For Release Time - This form is to be submitted each semester. Release time is documented according to the percentage of your effort worked on a grant, as well as filling out your percentage effort on institutional duties/other grants on the bottom half. Your total percent effort must be 100%.

For Additional Compensation - This form should be submitted on a monthly basis. Hours should be rounded to the nearest half hour. Staff must enter detailed hours for when the work was performed.

Please contact the Office of Sponsored Projects and Research with questions.

Upon completion, please certify the report by checking the box at the bottom of the page and typing your full name and date in the appropriate boxes.

Employee Name:	Jane Doe	
Title:	Principal Investigator	
Grant/Project Name:	Better Teacher Training	
Grant Number (WBS):	3038111111.1	
Grant Funder:	PA Dept. of Education	
Release / Additional Comp		Additional Comp
Period of Grant/Project:	July 1, 2018 - June 30, 2019	

Date	Hours Worked on Above Grant/Project (To the Nearest Half Hour)	Description of Work Performed
Sept. 3		2 curriculum research and writing
Sept. 10		2 curriculum research and writing
Sept. 17		2 curriculum research and writing / phone calls & emails to subject experts
Sept. 24		4 Co-PI and student worker implementation meeting and follow-up
Subtotal	10	Hours

N/A	N/A	Description of Work Performed
		N/A
Subtotal	0	N/A

Total Effort Expended 10 Hours

By checking this box and signing electronically below, I certify, to the best of my knowledge, that the above information is complete and accurate.

Jane Doe	10/10/2018
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Employee Name Date

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Principal Investigator Date
 (if different from above)