

Time & Effort Report

_____ Semester (Faculty)
 Report Period _____ (Staff)



Faculty/Staff Name: _____ TUID Number: _____ Number of course release this semester _____

PeopleSoft Department or Grant Number	Department or Grant Title	Position	Effort Category	Grant		Budgeted Percent Effort	Actual Percent Effort	Salary Amount*
				In-Kind Effort	Course Release			
				Yes X No	Yes X No			
				Yes X No	Yes X No			
				Yes X No	Yes X No			
				Yes X No	X Yes No			
				Yes X No	X Yes No			
				X Yes No	Yes X No			
				Yes No	Yes No			
				Yes No	Yes No			
				Yes No	Yes No			

must equal 100%

* Will be completed by the OSPR

Details of Work on Sponsored Project(s):

Comments:

Academic Affairs will receive their portion to cover the actual replacement costs for course release. Any difference between the actual effort on the project and the replacement cost being transferred to Academic Affairs, will be transferred to the department's account number _____.

This document serves to certify that I have direct knowledge or suitable means of verifying that the above mentioned distribution of activity reasonably represents the actual work that was performed during the above mentioned time period.

Faculty/Staff Signature Date

Principal Investigator's Signature Date

Chairperson's Signature Date

Dean's Signature Date

Time & Effort Report Instructions

Towson University's effort certification reporting is in accordance with the Office of Management and Budget (OMB) Circular A-21, J.10. Institutions are required to maintain an accurate system for reporting the percentage of effort that employees dedicate to sponsored agreements. Effort encompasses all activities for which employees are compensated by the institution during the period of performance under the sponsored agreement.

Time & Effort Reports are an after-the-fact confirmation that must be completed at the end of each month by staff members, at the end of each semester (fall and spring) by 10-month faculty members, and at the end of each quarter by 12-month faculty members.

Staff Members

Enter reporting period –month and year

Effort Category – select administration for regular duties

Faculty Members

Enter semester and year or quarter and year, whichever is applicable

Effort Category

Select whether effort is teaching/instruction, research/scholarship, administration, or grant-research training.

Please refer to Faculty Handbook/Faculty Workload for definitions. Effort should be consistent with the expectations of the faculty member's appointment(s).

Do not include effort for proposal writing, consulting and/or other outside professional activities, leadership in professional societies, or activities associated with appointments at another affiliated entity.

Course Release

If course release is yes, enter department's account number where requested (Academic Affairs section).

Typically, 1 course release per semester equates to 25% effort for that semester.

Actual Percent Effort

Enter percent as a decimal.

Total percent effort must equal 100%.

Salary Amount

The equivalent salary amount will be calculated by the Office of Sponsored Programs & Research-Post-Award.

Please send signed form to OSPR-Post-Award.