

TIME AND EFFORT REPORT
Fairmont State University

- This report is a summary of the employee’s duties/activities for the specified quarterly reporting period and is based on an after-the-fact determination of the employee’s actual activities. The distribution of time might be determined based on notes from personal calendar and/or reasonable estimates of time spent on various activities. For further guidance, please see the Effort Reporting Form Guidelines on the Forms page of the Office of Sponsored Programs website, linked [here](#).
- This report must include all positions held by the employee at the University.
- This report must be signed in SignNow by the employee and the responsible Supervisor(s)/Principal Investigator(s). The signed form must be submitted electronically to the Office of Sponsored Programs within 15 business days after the last day of the reporting period.

Employee Name: _____ Year: _____

Reporting Period		1st Quarter (Jan.-March)	2nd Quarter (April-June)	3rd Quarter (July-Sept.)	4th Quarter (Oct.-Dec.)
% Time	Source	Duties/Activities (attach additional documents if needed)		Supervisor/PI Name	SignNow Signature

Total (must equal 100%)

I hereby certify this report is an accurate representation of the total activity expended during the reporting period indicated.

Employee Name	SignNow Signature Here →	Supervisor Name	SignNow Signature Here →
Christy Burner OSP Award Administrator Name	SignNow Signature Here →	Supervisor Title	