

To comply with the university and governmental requirements for time and effort reporting, each faculty member or administrative staff employee working on a sponsored project must complete this form.

Name:		College / Department:	
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**Reporting Term: Fall 2023: 09/01/2023 to 12/31/2023**

Provide a breakdown of your work for this semester. The total, including externally funded activities must equal 100%.

<b>University Activities</b>			<b>Time and Effort Percentage</b>
Teaching and related activities			
Service or administrative activities			
Internally Funded Research Activity			
<b>Sponsored Activities Paid from Grant</b>	<b>Grant Activity Code and Name</b>	<b>Budgeted Percentage</b>	<b>Actual Time and Effort Percentage</b>
Project/Grant			
Project/Grant			
Project/Grant			
Project/Grant			
<b>Sponsored Activities Cost-Sharing Effort</b>			
Project/Grant			
Project/Grant			
Project/Grant			
<b>TOTAL (must equal 100%)</b>			

I certify that the information provided above is correct, and is a reasonable estimate of my time and effort for each activity.

Employee Signature:		Date:	
Confirming Signature*		Date:	

\*NOTE: If the employee named above is also the Principal Investigator/Project Director, the Chair or department head must sign as the person confirming the employee's time spent on the project. The Principal Investigator/Project Director should sign for all other employees working on the project.

Please send the completed form to the Grants Office , email to [kgiova01@nyit.edu](mailto:kgiova01@nyit.edu) and a copy to OSPAR at [grants@nyit.edu](mailto:grants@nyit.edu). If you have any questions, please send email to [kgiova01@nyit.edu](mailto:kgiova01@nyit.edu).