



# TIME AND EFFORT REPORT INSTRUCTIONS

The federal government requires that any charges for compensation or contributions of time to federally sponsored projects must be documented and certified as accurate. All West Virginia State University Research and Development Corporation (WVSURDC) employees contributing time or being paid by federal grants are responsible for certifying the amount of effort that they and their employees spend on sponsored activities. As required by federal guidelines, salaries must be for services identified within the project or activity in order to be allowable as a direct charge to the grant. Time sheets and Time and Effort Reports are the standard documentation WVSURDC uses to fulfill the federal regulations for charging personnel expenses to federal awards. Time and Effort Reporting takes place in January and July for the preceding six months. Reports are due to the Office of Sponsored Programs by close of business on January 18, and July 18, or the following business day if the date falls on a holiday or weekend.

For questions regarding funding sources, please contact the Director of Payroll at 304-766-4278. For assistance with the Time and Effort Report, contact the Office of Sponsored Programs at 304-204-4304.

To Complete the Time and Effort Report:

1. For best results, before entering data into the Time and Effort Report, please save the Time and Effort Report to your computer.
2. Add your name to the "Employee's Name" field.
3. Add your position to the "Position" field.
4. Add the time period for reporting to the "Reporting Period," field.
5. In fields one through five, enter the percentage of effort for each grant award for the reporting period. Next, enter the "Grant Number / Name" for the corresponding effort percent. If additional space is needed, please check the box next to the statement, "My time and effort includes more than five grants. I am attaching an additional Time & Effort Report."
6. Please enter a summary of the work completed for the preceding six months for the corresponding effort percent and "Grant Number/Name" listed on the report. If you need more space please attach an additional document with the required information.
7. When complete please print a hard copy of the document, sign in the "Employee Signature" box, complete the "Date" field. Then submit to your supervisor or Principal Investigator for their review and signature. The signed form should be submitted to the Office of Sponsored Programs by January or July 18th.