

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

Name:		Department:	
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This form is due January 31, 2023 for the Summer 2022 and Fall 2022 time period.

Faculty Reporting Academic term reported:

Summer	20
Fall	20
Spring	20

Administrative staff, Time Period Reported:

(Month and year start and month year reported)

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

University Responsibilities		Percentage
Teaching and teaching-related activities		%
Advising activities		%
Services activities		%
Research & Scholarship		%
Other University Related Responsibilities		%
Other Unrelated Responsibilities		%
Sponsored activities	Grant Name and Activity Code	
Project/Grant		%
Project/Grant		%
Project/Grant		%
Project/Grant		%
Other		%
Total (Must equal 100%)		%

I certify that the information provided above is correct.

Employee Signature:		Date:	
Confirming Signature*		Date:	

*NOTE: If the employee named above is also the Project Director, the Department Chair must sign as the person confirming the employee's time spent on the project. The Project Director may sign for all other employees working on the project. Original signatures are required.

Please send the completed form to **Grants Accounting Office** , email to grantaccounting@nyit.edu and to OSPAR at grants@nyit.edu . If you have any questions, please call 7737.