



Calvin College Time and Effort Reporting Policy

Per the federal Office of Management and Budget*, Calvin College is required to document time and effort spent on externally-sponsored activities. The system is an after-the-fact activity system, under which the distribution of salaries and wages by Calvin College will be supported by activity reports as described below:

- A. Time and Effort Reporting Forms will reflect an after-the-fact reporting of the percentage distribution of activity of Calvin College faculty and professional staff involved in federally-funded and state-funded grants, contracts and cooperative agreements.
- B. For each federally-funded or state-funded project, a Time and Effort Reporting Form will be completed and signed by each faculty member and professional staff member working on the project, provided that the approved grant, contract or cooperative agreement commits Calvin College personnel time to the project, regardless whether time is paid by external funds or is an unpaid contribution, i.e., “in-kind” match.
- C. Time and Effort Reporting Forms do **not** need to be completed for clerical staff who utilize weekly time sheets, or for undergraduate or graduate assistants.
- D. Time and Effort Reporting Forms will be confirmed by a person having firsthand knowledge of the employee’s activities. Confirmation is indicated by a countersignature on the form.
 - a. If a form documents a **faculty member’s effort and he/she is the PI**, the form will be countersigned by the department chair.
 - b. If a form documents a **faculty member’s effort and he/she is not the PI**, the form will be countersigned by the PI.
 - c. If the form documents a **professional staff member’s effort and he/she is the PI**, the form will be countersigned by his/her immediate supervisor.
 - d. If a form documents a **professional staff member’s effort and he/she is not the PI**, the form will be countersigned by the PI.
- E. Time and Effort Reporting Forms will need to be prepared each academic term, but no less frequently than every six months.
- F. Time and Effort Reporting Forms must be returned to the gift and grant staff accountant, Financial Services Office, towards the end of each semester.
- G. Completed Time and Effort Reporting Forms will be filed in the Financial Services Office.

*For further information, please use the following link to review OMB Title 2 CFR part 220, subsection J.10.c.(2) http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf (refer to page 15) or contact the gift and grant staff accountant at 526-7445.



Calvin College Time and Effort Reporting Form

In order to comply with the college and government's requirements for time and effort reporting, this form must be completed at the end of each semester by each faculty member or professional staff employee working on a federally-sponsored or state-sponsored project.

Name: _____ Department: _____

Semester reported: Fall 20____ Interim 20____ Spring 20____ Summer 20____

Please provide an estimated breakdown of the distribution of activity for the above semester (total must equal 100%).

% Time spent on:

- Activities funded by federal or state grants, contracts or cooperative agreements:

Calvin Account # _____ %

Calvin Account # _____ %

Calvin Account # _____ %

- Other responsibilities related to your employment at Calvin College but not supported by the externally-funded activities listed above: _____ %

TOTAL 100%

Please send the completed form to the **gift and grant staff accountant, Financial Services Office**. If you have any questions, please call the gift and grant staff accountant at 526-7445.

I certify that the information provided above is correct.

Employee Signature

Date

(Confirming Signature)*

Date

*NOTE: If the employee named above is also the principal investigator (PI), then please ask the department chair to sign as the person confirming the employee's time spent on the project. The PI may sign for all other salaried employees working on the project.