



ON-TERM TIME AND EFFORT REPORTING FORM

All funding agencies require effort certifications for all University employees whose salaries are charged to sponsored programs. In order for the University to comply with this “time and effort reporting” requirement, each faculty member or professional staff employee working on a grant or contract needs to complete this form by the end of each semester. Additionally, whenever any salary is charged or committed to a sponsor, the University needs to keep accurate records of this obligation, so the employee needs to complete this form. Please send the completed form to the Post Award Grants and Contract Administrator at lansdaca@udmercy.edu. If you have any questions, please contact Cameron Lansdale at 313-978-0390 or lansdaca@udmercy.edu.

Guidelines for Effort Reporting

Within 60 days of semester end, the Post Award Grant and Contract Administrator will send the Effort Reporting form to each employee who had their salary charged to a federal grant. The employee will then have 30 days to review and return the form to the Post Award Grant and Contract Administrator.

Name: _____ Department: _____

Please specify term: _____

Provide a breakdown of your responsibilities for your on-term semester. The total must **not exceed** 100% of your regular workload. Please use additional sheets as necessary.

	Fund #	Actual Effort %
Teaching and teaching-related activities		
Administrative/Clinical/Unsponsored Research (Unrestricted)		
Grant Fund #		
Grant Fund #		
UDM Cost Share ¹ Restricted Fund #		
UDM Cost Share ² Restricted Fund #		
Other (please specify)		
TOTAL		

I certify that the information provided is correct.

Employee Signature _____ Date _____

¹ “Cost share” refers to a portion of a sponsored project that is contributed by the university but not reimbursed by the sponsor.

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