

Time and Effort Report

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| Name: | Jane Smith |
| Position Title: | Assistant Professor |
| Department: | The Graduate School |
| Academic Period: | Spring 2003 |

NOTE: Reports are due by June 15 for the Spring Semester; by September 15 for the Summer Semester; and by January 15 for the Fall Semester.

Directions: Please indicate below the areas in which work was performed this academic period by listing the percentage of time spent on each. If work effort is used as cost-share, list "in-kind" under the Fund #.

| | Fund/Grant Name | Fund # | Effort | Start Date* | End Date* |
|------------------------------|-----------------|---------|--------|-------------|-----------|
| Base Salary: | Graduate School | 599555 | 75 % | | |
| Other: | Fenn NSF | In-kind | 25 % | 4/14/03 | 4/25/03 |
| Other: | _____ | _____ | % | _____ | _____ |
| Other: | _____ | _____ | % | _____ | _____ |
| Total (must be 100%): | | | 100 % | | |

* Of grant work for this period. The dates of grant work will correspond to the dates of the academic period unless the activity was restricted to a set time period during the academic period.

To the best of my knowledge, the above is a true statement of the percentage of effort given to each category.

Signature of Employee: _____ Date: _____

Signature of Chair or Supervisor: _____ Date: _____