

# Ferris State University Time and Effort Reporting Form

Reporting Period: \_\_\_\_\_

## Section A. Employee Information

Employee Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Grant Dates: \_\_\_\_\_

Grant Name: \_\_\_\_\_ Grant Fund Number: \_\_\_\_\_

## Section B - Time and Effort Reporting

### Sponsored Project Effort Detail

(Identify the sponsored project(s) award/identification number)

FUND

% of effort



%

Total Distribution:      %

### Non-Sponsored Project Effort Detail

(Department Index that covers additional pay)

FUND

% of effort



%

Total Distribution:      %

## Section C. Signatures

\*Employee \_\_\_\_\_ Date: \_\_\_\_\_

\*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

\*\*Certifying Official \_\_\_\_\_ Date: \_\_\_\_\_

\*\*I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.