

Randolph College Effort Reporting Form

Instructions

- 1) Read the Effort Reporting Policy.
- 2) Complete the Employee Information section. The reporting period should be one of the following:
Fall Semester + Year; Spring Semester + Year; or Summer + Year.
- 3) List all "Sponsored Activities" and "Non-Sponsored Activities" for the time period noted in the appropriate sections.
- 4) Insert a percentage in the "% of Actual Effort" column for each line item. "Actual Effort" is based on 100% of the activities for which you are compensated and/or supported by Randolph College (as described in the Effort Reporting Policy), including sponsored activities (e.g. external grants), teaching, and administration.
- 5) Sign and date the form.
- 6) Submit the form **within 90 days of the end of the reporting period.**

Employee Information

Name: _____
 Title: _____
 Department: _____
 Reporting Period: _____

Sponsored Activities

(Federal and non-federal projects and related activity, i.e. grant-related reporting, meetings, presentations, research, etc.)

Funding Source	Grant Title	Your Role	% of Actual Effort
1)			
2)			
3)			
<i>Subtotal- SPONSORED:</i>			0%

Non-Sponsored Activities

(Proposal preparation, teaching, advising, committee work, department duties, department chair duties, etc.)

Non-Sponsored Activity	% of Actual Effort
1) Teaching, administrative activities, department meetings, proposal preparation	
2)	
3)	
<i>Subtotal- NON-SPONSORED</i>	
<i>TOTAL EFFORT:</i>	
0%	
Must be 100%	

Certification

Based on reliable documentation, I CERTIFY that the percentages in the "% of Actual Effort" column above reasonably reflect actual effort devoted to each activity during the period covered by this report. The information is true and accurate to the best of my knowledge.

Signature: _____
 Employee

Date: _____

Signature: _____
 Principal Investigator (ONLY REQUIRED FOR HOURLY EMPLOYEES)

Date: _____

Submit completed form to Sponsored Programs Officer within 90 days of the end of the reporting period

For Office Use Only

Signature: Verification by Business Office

Signature: Reviewed by Sponsored Programs Officer