

EXAMPLE TIME & EFFORT - RELEASE TIME VERSION

East Stroudsburg University of Pennsylvania
 Research and Economic Development
 Office of Sponsored Projects and Research
 Time and Effort Report Form

For Release Time - This form is to be submitted each semester. Release time is documented according to the percentage of your effort worked on a grant, as well as filling out your percentage effort on institutional duties/other grants on the bottom half. Your total percent effort must be 100%.

For Additional Compensation - This form should be submitted on a monthly basis. Hours should be rounded to the nearest half hour. Staff must enter detailed hours for when the work was performed.

Please contact the Office of Sponsored Projects and Research with questions.

Upon completion, please certify the report by checking the box at the bottom of the page and typing your full name and date in the appropriate boxes.

Employee Name:	John Doe
Title:	Co-Principal Investigator
Grant/Project Name:	Black Bear Population Study
Grant Number (WBS):	3038111000.1
Grant Funder:	U.S. Dept of the Interior
Release / Additional Comp	Release
Period of Grant/Project:	July 1, 2018 -- June 30, 2019

Semester	Percent Effort Worked on Above Grant/Project (To the nearest Whole Percent)	Description of Work Performed
Fall 2018	50	coordinating student workers; research and writing for publication; attending project meetings
Subtotal	50	Percent

Semester	Percent Effort Worked on Institutional Duties or Other Grants (To the nearest Whole Percent)	Description of Work Performed for University Duties or Other Grants
Fall 2018	50	University Duties; teaching, advising students, biology department duties, etc.
Subtotal	50	Percent

Total Effort Expended 100 Percent

By checking this box and signing electronically below, I certify, to the best of my knowledge, that the above information is complete and accurate.

John Doe	12/20/2018
Employee Name	Date

James Bear	12/20/2018
Principal Investigator (if different from above)	Date

John is not the PI so he must put the PI's name here.