Fond du Lac Tribal and Community College
Office of Sponsored Programs

Time and Effort Documentation – By Grant

This report is to be completed by the Project Investigators (PI'S) of each sponsored program, as time & effort of faculty and staff change from year to year. Sponsored Programs requires this form to consistently track time & effort of all employees whose annual salary/wages are derived wholly or in part through sponsored programs. Please complete a new form for each sponsored program under your direction. Include both funded and in-kind time and effort as reported to the granting agency.

PI Name:_____ Dept._____ Date:_____

Sponsored Program _____

Cost Center# _____ Grant Start Date _____ Grant End Date _____

Please list all employees working under the above listed sponsored program. Please include their main activities as well as the % time and effort allocated to those activities:

Employee	**Activity**	**% Time/Effort**

_____ _____
Project Investigator **Date**