

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.