

Delta State University
Time and Effort Reporting Form

Grant Project Name _____

Funder _____

Project Director _____

Department _____

Reporting Period _____

Please list all faculty/staff that contribute time to this project:

Faculty/Staff Name	Title	Project Role/Function	Percentage of Time/Effort	In-kind hours towards project	Initial

Definitions:

Percentage of Time/Effort: For release time, use 25% for 3 credit hour release; 50% - 6 credit hour release, etc.

In-kind hours: For time contributed to a grant-funded program but **not** paid for out of a grant.

Role/Tasks: Title (ie, Project Director, Project Assistance, etc)

For inkind, designate specific tasks such as technical assistance, program oversight, etc

I certify that this distribution of effort represents a reasonable estimate of the time expended during the period covered by this report.

Project Director

Date

Department Head/Chair

Date

Dean

Date

Provost

Date

Please complete quarterly. Upon approval, please submit to Vickie Williams, Finance and Administration.