Instructions:
How to Fill Out Faculty Time & Effort Forms

Federal regulations require that salaries charged to grants and other externally funded projects must be based on records that accurately reflect the work performed. This quarterly time and effort form allows employees to attest that what they were paid during the previous quarter reasonably reflects how much effort they worked on grant-funded activities.

Accessing the form

You can find the form **_here_**. The link will take you to the sign in page. Sign in using the same credentials you use to access the portal.

Form Page 1 – Employee Details

The system should autofill your full name. Choose your institution from the drop-down menu. Select the correct semester. Select your academic dean.

Form Page 2 – Semester Grant Effort

The Office of Sponsored Programs will provide the data you need for the next section. Enter the GL activity number, project title, number of credits, percent of semester effort, percent of acemic year effort, and person months.

If you have effort on a second grant during this reporting period, you can enter the same information as above in the appropriate section.

Form Page 3 – Semester Review

The last page of the form provides a summary of your effort. If everything is correct, press "NEXT. Use "PREVIOUS" to go back and fix any errors.

Form Page 4 – Review of Supplied Details

 This is a standard page on all forms. You can ignore this page as the Time and Effort Review Page is really taking its place.

Scroll to the bottom and click "SUBMIT FORM." This will then send your form to be approved by your dean. You will receive a copy of your submitted form in your inbox with all of the details from the "Review Supplied Details" page as well as an attachment of a copy of the form that was submitted to Perceptive Content.