BETHUNE-COOKMAN UNIVERSITY
Time and Effort Report

Instructions: Please use this form as verification of your time and efforts spent for **ALL** efforts which were paid to you by B-CU via externally-funded programs and/or University funds. Example: If you work on a grant with 30 percent of your salary paid by the grant, and 70 percent of your salary paid by the University, you must list all activities for the month as it pertains to the grant and the University. Please sign this document, as assurance and certification of the accuracy of this report. The report then should be submitted to your immediate supervisor; if applicable, submit to the PI/PD of the grant who will sign as verification of this report; and then submit this document to the Office of Title III and Sponsored Research on or before the 8th of each month.

Month/Year: _____ Funding Agency: _____

Grant Title: _____

Name/Title: _____

Name and title of Immediate Supervisor: _____

Name/Title of PI/PD/Activity Director: _____

Check One—Percent of Funded Time: 100 ___ 50 ___ 25 ___ 20 ___ Other ___

WORK ACTIVITIES

List of Program Activities (Show 100% of Allotted Time)	% of Time
Total	**100%**

_____ _____
Faculty/Staff/Grant Participant Date PI/PD/Activity Director Date

_____ _____
Immediate Supervisor Date OSR Representative Date

_____
Review Date (OSR Use Only)

Office of Title III and Sponsored Programs, 675 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, FL 32114
Office: 386-481-2040 Fax: 386-481-2044