



**ALABAMA A&M UNIVERSITY
OFFICE OF RESEARCH COMPLIANCE
TIME & EFFORT REPORT**



Year _____

Reporting Periods:

- 1st Quarter report due January 15th covering October – November - December.
- 2nd Quarter report due April 15th covering January – February - March.
- 3rd Quarter report due July 15th covering April – May - June.
- 4th Quarter report due October 15th covering July – August - September.

INSTRUCTIONS: All personnel paid from research funds must record Time & Effort in order to the Uniform Guidance Subpart E §200.430.. You are required to submit a completed form to the Office of Research Compliance by the 15th of each month after the end of each quarter. Failure to submit the required Time & Effort Report may result in the suspension of all accounts associated with project fund numbers. Tel.: 256-372-5729; Email: RESEARCH.COMPLIANCE@aamu.edu.

Employee's Banner No:	Employee's Name:
Project Title(s):	
Agency Award or Accession Number(s):	
Specific Objectives:	

Teaching

Semester Faculty Load (SFL):

Fall _____

Spring _____ %

Summer _____

Project Account Number	% Allocated
FoAP:	
FoAP:	
FoAP:	
FoAP:	
*This column should equal the TOTAL amount of time charged to all project(s). = ➔	

Administration _____ %

Account Number(s): _____

SFL + Admin + Total Time Allocated to Projects = _____ % ➔ (Total Effort must be 100%)

Accomplishment:

I certify that the above information is correct*.

Employee	Date	PI or Budget Manager	Date	ORC Staff	Date
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*Your signature indicates that the information reported is true and accurate. Any discrepancies in the information should be reported to the Director of Research Compliance within five working days of discovery. Failure to report discrepancies will be deemed as an intentional falsification of Time and Effort reporting. Any intentional falsification of information will be subject to university approved sanctions.