

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



Reporting Periods:

- 1^{st} Quarter report due January 15^{th} 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	n Number	s):	
specific Objectives:			
_			
Teaching			
Semester Faculty Load	(SFL).	Project Account Number FoAP:	% Allocated
Fall	(DFL).	FoAP:	
Spring	%	FoAP:	
Summer	_ ′0	FoAP:	
	%	*This column should equal the TOTAL amount of time	
Administration	- ' -	charged to all project(s).	
Account Number(s):		SFL + Admin + Total Time Allocated to Projects =	% → (Total Effort must be 100%
certify that the above info	rmation is	correct*.	
	Date	PI or Budget Manager Date Supervisor o	r ORC Staff Da
mployee	11316		

*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.