

Abilene Christian University

Effort Reporting Form

Pursuant to the Time and Effort Reporting Policy of Abilene Christian University, all ACU faculty and staff that have worked on one or more externally funded projects, whether federal or non-federal in source, are to certify their total percent effort at the end of each academic semester. Short-term fluctuations in time commitment may occur from semester to semester and will not be a cause for concern as long as the annual effort commitment reflects that which was proposed for the project.

Instructions for completing the form:

1. Reporting periods run from the start of the pay period of a semester to the end of the last pay period irrespective of holidays, vacations, and weekends.
2. Employee name, ACU ID number, and department are to be entered below to ensure that related records can be sorted correctly and that any changes in status or areas of responsibility are accurately represented in ACU's effort reporting documentation.
3. Fund number, project name and percent effort are to be entered for each project in which an employee is engaged to provide the level of allocation and specificity necessary to fulfill federal regulations.
4. Calculate and enter the % effort proposed/committed for each activity and the actual % effort expended during the reporting period (This may be the committed effort plus additional "cost share" effort).
5. The Total Certified % Effort should be entered at the bottom of the table as the sum of effort certified for all compensated projects and should always equal 100%.
6. In rare instances, Extra Service Pay is allowable. Extra Service Pay can only be for activities outside of the job description for the specified employee, as defined in the Faculty or Employee Handbook and applicable appointment/hiring letters. Pay must be consistent with ACU policies on supplemental pay, and consistent with the pay structure for the specified employee. Extra Service Pay must be approved at the pre-award stage and reports must be supported by documentation that the work meets these requirements.
7. For summer period, 9 month faculty should report effort only during the time period worked. Adjust the beginning and end date accordingly. Pay should be distributed relative to the summer FTE according to the summer salary policy.
8. You may attach additional sheets to provide any explanations or justifications that may be required, including plans for re-distribution of time, explanations for how effort was calculated, documentation supporting extra service pay, etc.

APPENDIX N

Reporting Period		Period Year			
Beginning Date		End Date			
Name		ACU ID			
Department					
Sponsored Activities*					
Funding Source	Project Name, Grant ID#, & Grant Fund	Committed % Effort	Actual % Effort		% Pay Received (relative to IBS)
			Committed	Cost Share, if applicable	
Non-Sponsored Activities*					
Funding Source	Activity	Committed % Effort	Actual % Effort		% Pay Received (relative to IBS)
ACU					
ACU					
ACU					
Total Certified % Effort --- MUST TOTAL 100					

*During summer period, include summer FTE for committed period.

Extra Service Pay**					
Funding Source	Activity or Project Name, Grant ID#, & Grant Fund	Committed Additional Effort	Actual Additional Effort		Supplement Received (Rate relative to IBS)
			Committed	Cost Share, if applicable	

**Extra Service Pay reporting must be accompanied by documentation that the activity is work beyond the scope of that typically covered by the Institutional Base Salary as defined in the Faculty or Employee Handbooks, is consistent with ACU policies on supplemental pay, and is consistent with the pay structure for the specified employee.

I have first-hand knowledge of the activity described above and sufficient technical or programmatic knowledge to certify that this report represents an accurate and reasonable summation of work performed during the reporting period.

Employee: _____

Date: _____

Project PD/PI: _____

Date: _____

Department Chair/Program Director: _____

Date: _____

Received/Reviewed By Director ORSP: _____

Date: _____