



Semester Time and Effort Report

Today's Date: _____

Reporting Period: Fall Semester Spring Semester Summer Semester

Year Reporting : _____

Title III Reporting Month: _____

Name: _____

RAM ID: _____

Position/Title: _____

Annual Salary: _____

Department: _____

Sponsored Research Activities

Account Name	Account Number	% of Salary Paid (as outlined in proposal)	% of Actual Effort	% Cost Sharing	Total Effort Certified
1 _____	_____	_____	_____	0%	0%
2 _____	_____	_____	_____	0%	0%
3 _____	_____	_____	_____	0%	0%
4 _____	_____	_____	_____	0%	0%
Total Sponsored Effort		0%	0%	0%	0%

Non-Sponsored Activities (Instruction, Academic Administration, Grant Writing, Committee and Other Activities)

Account Name	Account Number	% of Salary Paid	% of Actual Effort	Total Effort Certified
1 _____	_____	_____	_____	0%
2 _____	_____	_____	_____	0%
Total Non-Sponsored Effort		0%	0%	0%

Grand Total of All Activities (All activities will account for 100% time and effort)

0% 0% 0% 0%

Signatures:

I certify that this report reasonably reflects the activities for which I, or an employee for whom I have a suitable means of verifying that the work was performed, was compensated from the Albany State University for the period covered by this report.

Employee Signature: _____

Date: _____

PI/Supervisor/Chair/Dean

Signature: _____

Date: _____

Please submit this completed form to:
 Office of Research and Sponsored Programs
 ACAD, Room 389
 Phone: 229/430/3690

ORSP reports are due by **January 15th** for the Fall Semester; **May 15th** for the Spring Semester; and **August 15th** for the Summer Semester. Title III reports are due the **5th of every month.**

Reviewed by: ORSP

Date