



**ALABAMA A&M UNIVERSITY  
OFFICE OF SPONSORED PROGRAMS  
Time and Effort Report Form**



**Reporting Period**

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

**INSTRUCTIONS:** All personnel paid from research funds must record time and effort in order to adhere to OMB Circular A-21 regulations. You are required to submit a completed form to the Office of Sponsored Programs, 2<sup>nd</sup> Floor Carnegie Building by the 15<sup>th</sup> of each month after the end of each quarter. Failure to submit the required Time and Effort Report may result in the suspension of all accounts associated with project fund numbers. Tel.: 256-372-5675; Email: [OSP@aamu.edu](mailto:OSP@aamu.edu).

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

**Teaching**

**Semester Faculty Load (SFL):**

Fall \_\_\_\_\_

Spring \_\_\_\_\_ %

Summer \_\_\_\_\_

**Administration** \_\_\_\_\_ %

Account Number(s): \_\_\_\_\_

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

**SFL + Admin + Total Time Allocated to Projects = 100%**

**Accomplishment:**


**Impact:**




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**Publications:**


I certify that the above information is correct\*.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Budget Manager Date

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Dean/Research Director Date

\*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.