

TITLE III MONTHLY TIME AND EFFORT REPORT

SECTION A. EMPLOYEE INFORMATION

Employee Name: _____ Position/Title: _____

Department: _____ Employee #: _____ Month/Year: _____

SECTION B. EFFORT CHARGED TO SPONSORED PROJECT FUNDS

Record the percentage of effort given to each area listed

<u>T-3 ACTIVITY NAME</u>	<u>ACTIVITY #</u>	<u>% of EFFORT</u>

EFFORT CHARGED TO UNIVERSITY FUNDS

1		
2		

Total Efforts (must equal 100%)

SECTION C. DETAILS OF TITLE III WORK PERFORMED

(Note: If you are 100% compensated by Title III, then your time must equal 100%)

Major Title III Work Performed	Percentage of Time (%)

SECTION D. SIGNATURES

I certify that the above information is correct

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Activity Director: _____

Date: _____

Title III Director: _____

Date: _____