



CAL MARITIME

TIME AND EFFORT REPORT

Academic Year _____

Effort Reporting Period (check one):

Jan - June

July - Dec

Name _____ Project Fund No. _____

Position/Title _____ Project Title _____

Dept. _____ Supervisor _____

Sponsored Projects Detail:

Project Information		Salary Charged		Actual Effort
Fund Title	Fund Code	Dollars	Time Base	
<i>Cost Share/ Match:</i>				

Other-Sponsored Projects Detail:

<i>Other Cal Maritime Grants</i>			
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Non-Sponsored Detail:

<i>Other Cal Maritime Functions</i>			
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Total Distributions:

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I certify to the best of my knowledge, the above effort stated reflects the contributed time and efforts of the above employee for the above project.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Total salary charged to the grant for RRT

Total amount of cost-share by the Department

Other Cal Maritime Functions= All other faculty/staff responsibilities to Cal Maritime (i.e. Administrative time, teaching, mentoring)

Compensation for Period = Total amount of salary earned by faculty/staff member during this time period

Time Base = Total amount of FTE effort charged to a grant or non-grant.

Actual Effort = Total percent of FTE effort charged to a grant or non-grant out of 100% Effort.

* For additional detail refer to Time and Effort Reporting Procedure.