

Purpose of form

For use to track hours worked on a grant. The regulations require the elements of a time sheet and CWI needs this level of detail for regulatory and audit purposes.

Who uses this form

Employees who have wages that are split-funded or 100% grant funded
Employees providing in-kind hours for a grant match
Students performing work on a grant (paid or unpaid)

Contact Information

Grants Accountant; grants@cwidaho.cc

Routing

Grants Accountant; MS 1000

Procedure

Grant funded reports for the previous month are due to the Grants Accountant by the 10th of each month.

Each month must be submitted separately.

Begin by adding the information below to the Annual worksheet. This will populate the remaining worksheets for the fiscal year. (Grants are tracked on the fiscal year rather than the grant period.)

Employee Name

Employee ID#

Fiscal Year

Employee's Position (CWI Job Title)

Grant Name/Role (Name of the grant and the role for the grant)

Projected Hours (Grants Accountant can provide if unknown)

Record time separately if you have multiple roles on one grant. See example.

This form does not replace a time sheet it only justifies level of effort on a grant.

Add a description to all hours recorded. Be as detailed as possible with the limited space in your description of duties.

It is important to monitor the year-to-date time to ensure you are meeting your time commitments. If issues or question, work with the Grants Accountant.

Save your excel file after every month. (This helps in case reports are misplaced)

GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME John Doe
 MONTH/YEAR Jul-16

ID # 123456789
 Position Assistant Professor

DAY	Grant Name/Role	TOTAL	DESCRIPTION
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	EPSCOR Year 1/PI	INBRE/ AMBASSADOR	EPSCOR Year 2/PI					
1	4	4	2				10	
2	4	4					8	
3	6	2					8	
4	3	5					8	
5	1	7					8	
6							0	
7							0	
8	5	3	2				10	
9	8	0					8	
10	5	3					8	
11	3	5					8	
12	6	2	8				16	Field collection, mentored students, project design, etc.
13							0	
14							0	
15	0	0					0	Vacation
16	0	0					0	Vacation
17	0	0					0	Vacation
18	5	3					8	Class from 10 - 1, class prep time, reviewed grant expenses
19	0	0					0	Sick
20							0	
21							0	
22							0	
23							0	
24							0	
25							0	
26							0	
27							0	
28							0	
29							0	
30							0	
31							0	
TOTAL	50	38	12	0	0	0	100	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE	JULY	AUGUST	SEPTEMBER	TOTAL
EPSCOR Year 1/	50.00	50	-	50			50
INBRE/ AMBASS	38.00	38	-	38			38
EPSCOR Year 2/	-	12	(12.00)	12			12
0	-	-	-	-			-
0	-	-	-	-			-
TOTAL	88.00	100.00		100	-	-	100

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee _____

Date _____

Grant Advocate _____

Date _____



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME

ID #

FISCAL YEAR

Position

GRANT NAME/ROLE					
PROJECTED HRS	-	-	-	-	-
July	-	-	-	-	-
AUG	-	-	-	-	-
SEPT	-	-	-	-	-
OCT	-	-	-	-	-
NOV	-	-	-	-	-
DEC	-	-	-	-	-
JAN	-	-	-	-	-
FEB	-	-	-	-	-
MAR	-	-	-	-	-
APRIL	-	-	-	-	-
MAY	-	-	-	-	-
JUNE	-	-	-	-	-
TOTAL	-	-	-	-	-
VARIANCE	-	-	-	-	-



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR July XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

JULY	AUGUST	SEPTEMBER	TOTAL
-			-
-			-
-			-
-			-
-			-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR August XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	-	-	-	-	-	-	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

JULY	AUGUST	SEPTEMBER	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME _____ 0
 MONTH/YEAR _____ September XX

ID # _____ 0
 Position _____ 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
TOTAL	-	-	-	-	-	-	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

JULY	AUGUST	SEPTEMBER	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
TOTAL	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee _____

Date _____

Grant Advocate _____

Date _____



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR October XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

OCT	NOV	DEC	TOTAL
-			-
-			-
-			-
-			-
-			-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME _____ 0
 MONTH/YEAR _____ November XX

ID # _____ 0
 Position _____ 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

OCT	NOV	DEC	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee _____

Date _____

Grant Advocate _____

Date _____



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME _____ 0
 MONTH/YEAR _____ December XX

ID # _____ 0
 Position _____ 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

OCT	NOV	DEC	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
TOTAL	-	-	-

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Employee _____

Date _____

Grant Advocate _____

Date _____



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR January XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
	-	-	-	-	-		
1						0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	-	-	-	-	-	-	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

JAN	FEB	MARCH	TOTAL
-			-
-			-
-			-
-			-
-			-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR March XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

JAN	FEB	MARCH	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
TOTAL	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR April XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

APRIL	MAY	JUNE	TOTAL
-			-
-			-
-			-
-			-
-			-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0
 MONTH/YEAR May XX

ID # 0
 Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
	-	-	-	-	-		
1						0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
31						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

APRIL	MAY	JUNE	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.

Employee

Date

Grant Advocate

Date



GRANT TIME & EFFORT TRACKING

EMPLOYEE NAME 0 ID # 0
 MONTH/YEAR June XX Position 0

DAY	GRANT NAME/ROLE					TOTAL	DESCRIPTION
	Role #1	Role #2	Role #3	Role #4	Role #5		
1	-	-	-	-	-	0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
18						0	
19						0	
20						0	
21						0	
22						0	
23						0	
24						0	
25						0	
26						0	
27						0	
28						0	
29						0	
30						0	
TOTAL	0	0	0	0	0	0	

GRANT	PROJECTED HRS	ACTUAL HRS	DIFFERENCE
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
0	-	-	-
TOTAL	-	-	-

APRIL	MAY	JUNE	TOTAL
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

I certify that the above distribution of activities, expressed in actual percentage of total effort, represents a reasonable estimate of all work performed during the indicated time period.