



Guide to Time and Effort Form (OSP Form Three)



OSP Form Three Time and Effort Report

Professional Workload Assignment and Certification of Workload Time and Effort Report

(The person named in this report has been assigned the following for the reporting period specified.)

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Time and Effort (T&E) Certifications for the subject period above are due. Once this form is completed, certified and submitted, it will be routed to your supervisor for further review and processing. Please make every effort to enter the correct email address for your supervisor to ensure proper routing of your submission.

Time and Effort Reporting is a requirement for you because at least a portion of your salary or wages is paid by funds other than state funds (external funds). In the *Uniform Guidance*, Section 200.430 it is stated: “Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated”.

To complete the forms please visit www.fvsu.edu/sponsored-programs Select **Resource Center** or or www.fvsu.edu/title-iii

Section 1 User Information

Professional Workload Assignment and Certification of Workload Time and Effort Report					
(The person named in this report has been assigned the following for the reporting period specified.)					
User Information					
First Name *	Alfreda	Last Name *	0012345	Date *	4/23/2020
Title *	Data and Technology Resea	ID Number *	0028706	Phone *	(478) 825-6576
Department *	OSP	Emp. Type *	Staff	Email *	hestera@fvsu.edu

1. Enter the first name.
2. Enter the last name.
3. Enter Title.
4. Enter Employee ID number



4.1. Your employee ID number may be found on your **employee ID card** or **paycheck stub**. Add 00 to make the employee id complete.

5. Enter FVSU phone number.
6. Enter FVSU department.
7. Enter Employee Type. Choose either Faculty, Staff, or Student
8. Enter FVSU email address.

Section 2 Supervisor Information

Supervisor Information					
Supervisor First Name *	Alfreda	Supervisor Last Name *	Hester	Supervisor Email *	alfreda.hester@fvsu.edu

1. Enter Supervisor first name.
2. Enter Supervisor last name.
3. Enter Supervisor FVSU email address.

Section 3 Project Information

Project Information			
Number of Projects Types	-- Please Select --	Reporting Period *	-- Please Select -- This field is required.
Project Type	1	Project Title	Project Description/ Responsibility
* -- Choose -- This field is required.	2		
	3		
	4		

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1. Enter the number of projects that make up your salary.



Project Information

Number of Projects Types Reporting Period **This field is required.**

Project Type	Project Title	Reporting Period	Project Description/ Responsibility
* <input type="text" value="-- Choose --"/> This field is required.	<input type="text"/>	<input type="text" value="-- Please Select --"/> <ul style="list-style-type: none"> Fall Quarter Winter Quarter Spring Quarter Summer Quarter Fall Semester Spring Semester Summer Semester 	<input type="text"/>
	Account Number/ Department Number	Fundin <input type="text" value="-- Please Select --"/>	Salary Charges Effort %

2. Select a Reporting Period-

Quarterly Progress Report Due Dates for Title III		
Quarter	Time Period Covered	Due Date
Fall	October 1 – December 31	January 25
Winter	January 1 – March 30	April 25
Spring	April 1 – June 30	July 25
Summer	July 1 – September 30	October 25
Semester Progress Report Due Dates for all other Sponsored Projects		
Semester	Time Period Covered	Due Date
Fall	August 1-December 31	January 15
Spring	January 1-April 30	May 15
Summer	May 1-July 31	August 15

Project Type	Project Title	Project Description/ Responsibility
* <input checked="" type="checkbox"/> Sponsored	Enhancing Research and Sponsored Programs at Fort Valley State University	Supervises a four member staff in the Office of Sponsored Programs dedicated to providing guidance as it relates to securing and managing external funding.

4. Select the project type:
 - 4.1. Choose either Sponsored (Grant Funding) or Academic (State Funding)
5. Enter the Project title for the grant.
 - 5.1. Example: “Literacy K-12” DoEd/UGA
6. Enter project description and your responsibility to the project in **75** words or less.
 - 6.1.1. Example: Clerical Assistant-responsible for day to day clerical duties.



Account Number/ Department Number	Funding Source	Salary Charges	Effort %
20000-16500-61000-1053000-3345046	External		100

Total Effort %	100	Total Charges \$	
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7. Enter your grant number beginning with **20000** available.
 - a. Example: 20000-1011150-16000-11000-331111
or 3312345
8. Select the Funding Source that applies

Cost Share	
In-Kind	
Matching	
External	External for Sponsored Grants such as Title III, NSF, NIH, etc...
State	State for Academic.

9. Enter the Salary Charges for this reporting period
 - 9.1. **Quarterly:** Enter your gross salary for the quarter (three months) from you paystub if 100% of your salary was from the grant budget.
 - 9.2. If a percentage of your salary was from the state budget, multiply the total by the percentage and place the amounts into the corresponding field.
 - 9.2.1. Example: Total gross for quarter \$10,000

Sponsored amount	60% x \$10000	=6,000
State amount	40% x \$10000	=4,000
	100%	= \$10,000
10. Enter the Effort Percentage- between 1 and 100%
 - 10.1. Example: Most common-100%

*** If a percentage of your salary is paid by another grant (Sponsored) and/or State (Academic) fund, you must create an additional row(s) with applicable information.**

I certify that the distribution of effort shown above is true and reflects a reasonable estimate of the percentage of TOTAL effort at FVSU that was spent on the award(s). Falsifying this form is punishable by federal law under the False Claims Act Amendments, 31 U.S. Code Sections 3729 & 3721.

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the [Disclosure/Consent](#) and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Alfreda

Hester

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

11. Click to acknowledge that you have read and understand the statement
12. Enter your First and Last name to electronically sign the form and Click submit.



Section 4 Supervisor Area

- 1.1. Review the submitted data for accuracy. If the data is correct, complete and sign the Supervisor Area. If incorrect proceed to Step 1.3
- 1.2. Does the user/originator report directly to the Office of the President? Yes or No
 - 1.2.1. Only select yes if the user/originator report directly to the Office of the President

Approval Signatures:		
Supervisor/Designee Area:		
Does the user/originator report to the office of the president* -- Please Select --		
Dean/VP Information:		
Please enter the Dean's/VP's information in the boxes below:		
First Name *	Last Name *	Email *
Supervisor/Designee Signature:		
*		
Signature _____	Date _____	

Sign electronically x

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To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda

Alfreda

Hester

Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- 1.2.2. Enter Dean/VP first name.
- 1.2.3. Enter Dean/VP last name.
- 1.2.4. Enter Dean/VP FVSU email address.
- 1.2.5. Click to acknowledge that you have read and understand the statement
- 1.2.6. Enter your First and Last name to electronically sign the form and Click submit.

Save Progress Return for Revision Submit Form

1.3. If the data is incorrect select the reject button.

Reject the form
This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Alfreda Hester (hester@fvsu.edu)

From
Alfreda Hester (hester@fvsu.edu)

Subject
Please add the additional funding account

Body



You are missing the funding from Title IIIII

Characters (including HTML): 43

Reject this form Cancel and return to form

1.4. Next complete the **reject comment form**. The form will now be return to the Principle Investigator.

Section 5 Dean/VP Area

1. Review the submitted data for accuracy.

1.1. If the data is correct complete and sign the Supervisor Area. If the data is incorrect proceed to Step 1.2

Dean/VP Area:	
Dean/VP Signature:	
* <input type="checkbox"/> I verify that I am responsible for the accuracy and timely completion of this Time and Effort Report.	
* <input type="checkbox"/> I understand that Time and Effort Reports must be completed and signed within 60 days after the end of each reporting period.	
*	
Signature _____	Date _____

Sign electronically [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda _____
Alfreda
Hester _____
Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

1.1.1. Enter Dean/VP first name.

1.1.2. Enter Dean/VP last name.

1.1.3. Enter Dean/VP FVSU email address.

1.1.4. Click to acknowledge that you have read and understand the statement

1.1.5. Enter your First and Last name to electronically sign the form and **Click** submit.

Save Progress Return for Revision Submit Form

1.2. If the data is incorrect select the reject button.

Reject the form
This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Alfreda Hester (hester@fvsu.edu) ← Select the Principal Investigator Name

From
Alfreda Hester (hester@fvsu.edu)

Subject
Please add the additional funding account

Body
You are missing the funding from Title III

Reject this form Cancel and return to form

1.3. Next, select the Principle Investigator Name in the TO: field. Enter a note to the let the Principle Investigator now what need to be corrected on the form.

Important Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.

Section 5

Title III Area

1. Review the submitted data for accuracy.
 - 1.1. If the data is correct, complete and sign the Supervisor Area. . If incorrect proceed to Step 1.2

Dean/VP Area:	
Dean/VP Signature:	
* <input type="checkbox"/> I verify that I am responsible for the accuracy and timely completion of this Time and Effort Report.	
* <input type="checkbox"/> I understand that Time and Effort Reports must be completed and signed within 60 days after the end of each reporting period.	
*	
Signature _____	Date _____

- 1.1.1. Click to acknowledge that you have read and understand the statement
- 1.1.2. Enter your First and Last name to electronically sign the form and Click submit.



1.2. If the data is incorrect select the reject button.

A screenshot of a web-based form titled "Reject the form". The text inside says: "This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form." Below this is a form with fields for "To", "From", "Subject", and "Body". The "To" field contains "Alfreda Hester (hester@fvsu.edu)". A blue arrow points to this field with the text "Select the Principal Investigator Name" next to it. The "From" field also contains "Alfreda Hester (hester@fvsu.edu)". The "Subject" field contains "Please add the additional funding account". The "Body" field has a rich text editor with a toolbar and contains the text "You are missing the funding from Title III". At the bottom, there are two buttons: "Reject this form" (highlighted in red) and "Cancel and return to form".

1.3. Next, select the Principle Investigator Name in the TO: field. Enter a note to the let the Principle Investigator now what need to be corrected on the form.

Important Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.

Section 5 OSP Area

1. Review the submitted data for accuracy.

1.1. If the data is correct complete and sign the Supervisor Area

Dean/VP Area:	
Dean/VP Signature:	
* <input type="checkbox"/> I verify that I am responsible for the accuracy and timely completion of this Time and Effort Report.	
* <input type="checkbox"/> I understand that Time and Effort Reports must be completed and signed within 60 days after the end of each reporting period.	
*	
Signature _____	Date _____

Sign electronically [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda	_____
Alfreda	_____
Hester	_____
Hester	_____

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

1.1.1. Click to acknowledge that you have read and understand the statement

1.1.2. Enter your First and Last name to electronically sign the form and Click submit.



1.2. If the data is incorrect select the reject button.

A screenshot of an email form interface. At the top, there is a red-bordered box containing the text "Reject the form" and "This form will be rejected. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form." Below this, the "To" field is populated with "Alfreda Hester (hestera@fvsu.edu)". The "From" field is also populated with "Alfreda Hester (hestera@fvsu.edu)". The "Subject" field contains the text "Please add the additional funding account". Below the subject field is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The body of the email contains the text "You are missing the funding from Title IIIII". At the bottom of the form, there are two buttons: a red "Reject this form" button and a white "Cancel and return to form" button.

1.3. Next, select the Principle Investigator Name in the TO: field. Enter a note to the let the Principle Investigator now what need to be corrected on the form.

Important Note: Returning a form will clear the form of any signatures after the participant the form is returned to. The form will then restart the workflow from that point.